

963 User Guide

Issue 1/D 1/4/04

Part No: TC200635

CONTENTS

Copyright: Trend Control Systems Limited
Horsham, W. Sussex

All rights reserved. This manual contains proprietary information which is protected by copyright. No part of this manual may be reproduced, transcribed, stored in a retrieval system, translated into any language or computer language, or transmitted in any form whatsoever without the prior consent of the publisher.

For information contact:

Trend Control Systems Limited
P.O. Box 34
Horsham
W. Sussex RH12 2YF

NOTICE: Trend Control Systems Limited makes no representations or warranties of any kind whatsoever with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Trend Control Systems Limited shall not be liable for any errors contained herein or for incidental or consequential damages in connection with the furnishing, performance or use of this material. Trend Control Systems Limited reserves the right to revise this publication from time to time and make changes in the content hereof without obligation to notify any person of such revisions or changes.

Microsoft Windows 98®, and Microsoft Windows NT® and Microsoft Windows Me® are registered trademarks of the Microsoft Corporation.

CONTENTS

1	ABOUT THIS MANUAL	7
1.1	Conventions Used in this Manual.....	7
1.2	Contacting Trend.....	8
2	WHAT IS 963?	9
3	THE 963 WINDOW	11
3.1	Data Display.....	13
3.1.1	Alarm Viewer	13
3.1.2	Configuration Mode Display	15
3.1.3	Device Viewer	16
3.1.4	Diary Display.....	17
3.1.5	Event Scheduler Display	18
3.1.6	Schematic Page Display.....	19
3.1.7	User Display	20
3.1.8	WEB Browser Display.....	21
3.2	Main Toolbar.....	22
3.3	Navigator.....	23
3.4	Network Comms Status Lights.....	24
3.5	Status Bar	24
3.6	The Information Centre Window	25
4	USING 963	27
4.1	Basic Use.....	28
4.2	Action Alarms	29
4.2.1	Action Alarms from an Alarm Panel	30
4.2.2	Action Alarms from the Alarm Viewer	31
4.3	Adjustments.....	31
4.3.1	Adjust Occupation Times.....	31
4.3.2	Adjust Values.....	40
4.4	Administer the System	43
4.4.1	Administer a 963 System	43
4.4.2	Administer a Secure System	49
4.5	Close 963.....	60
4.6	Collapse Message Boxes	60
4.7	Configure Controllers.....	61
4.8	Control Scripts	62
4.9	Delete the Exception Cache	63
4.10	Display Alarm Panels.....	63
4.11	Display a Graph.....	64
4.11.1	Display a Compact Graph.....	65

CONTENTS

CONTENTS (Continued)

4.11.2	Display a Precision Graph	67
4.11.3	Display a Chart	69
4.11.4	Load a Graph Definition	70
4.11.5	Adjust a Chart's Refresh Rate	71
4.11.6	Display the Graph Data	72
4.11.7	Display a Grid on a Graph	73
4.11.8	Fix the Scaling of the Y Axis	73
4.11.9	Save a Graph Definition	74
4.11.10	Save Graph Data as a Text File	74
4.11.11	Swap a Traces Y Axis	75
4.11.12	Specify which Log is Used	76
4.12	Display a Points Window	76
4.13	Display a Schematic Page	76
4.14	Display a Schematic Page as a Popup	77
4.15	Display the Device Viewer	78
4.16	Display the Information Centre	79
4.17	Display the Mean Kinetic Temperature	80
4.18	Drop a Line	80
4.19	Hide Alarm Panels	80
4.20	Hide the Main Toolbar	81
4.21	Hide the Navigator	81
4.22	Hide the Status Bar	81
4.23	Insert a List into an HTML File	81
4.24	Log In	82
4.25	Log Off	83
4.26	Manage Your User Account	84
4.26.1	Change Your Password	85
4.27	Move from Page to Page	86
4.28	Move the Navigator	86
4.29	Move Toolbars	86
4.30	Mute an Alarm Panel	86
4.31	Playback Recorded Information	87
4.31.1	Playback a Recorded Graph	87
4.31.2	Playback a Recorded Page	88
4.31.3	Specify a Different Database	89
4.32	Printing	90
4.32.1	Print Alarm Priority Statistics	90
4.32.2	Print a List of A Diary Group's Timezones	91

CONTENTS (Continued)

4.32.3	Print a Graph.....	92
4.32.4	Print a List of Alarms.....	93
4.32.5	Print a Page	94
4.32.6	Print the Calendar	95
4.32.7	Print the Device Viewer.....	96
4.32.8	Print the Scheduled Events	97
4.33	Record Data.....	97
4.33.1	Record a Graph Automatically	98
4.33.2	Record a Graph Manually	100
4.33.3	Record a Schematic Page.....	100
4.34	Reset the Count of SMS Alarms	102
4.35	Reset the Display.....	103
4.36	Resize the Navigator	103
4.37	Run 963	103
4.38	Run a 963 Action.....	104
4.39	Run a Manual Alarm Action	104
4.40	Save a List to HTML.....	105
4.41	Send an SMS Message	105
4.42	Setup Exception Templates	106
4.42.1	Add a Special Day Template	107
4.42.2	Add a Week Set Template	109
4.42.3	Delete a Template	111
4.42.4	Edit a Template	111
4.42.5	Import Exception Templates.....	112
4.42.6	Load Existing Times	112
4.42.7	Load Times From a Controller.....	113
4.43	Specify the Colour Used for a Day's Periods	113
4.44	View Alarms	114
4.44.1	View Alarms for a Particular Point.....	115
4.44.2	View Incoming Alarms.....	116
4.44.3	View Alarm History.....	116
4.44.4	View Alarms for an Alarm Panel.....	118
4.44.5	View Alarm Priority Statistics	119
4.44.6	View an Audit Trail	119
4.44.7	View the Current Value	120
4.45	View Communications Information	121
4.45.1	View Communications in the Communications Window	121
4.45.2	View Communications in the Remote Connection Window	122

CONTENTS

CONTENTS (Continued)

- 4.45.3 View SMS Activity 122
- 4.46 View Module Parameters..... 123
- 4.47 View Occupation Times 124
 - 4.47.1 View a Zone's Occupation Status 124
 - 4.47.2 View Download Failures 125
 - 4.47.3 View Download History 125
 - 4.47.4 View the Occupation Times in a Controller 126
 - 4.47.5 View Where Templates are Used 126
- 4.48 View Scheduled Events 127
- 4.49 View WEB Pages..... 128
- 4.50 Zoom In/Out 129
 - 4.50.1 Zoom in and Out of a Schematic Page 129
 - 4.50.2 Zoom in and Out of a Graph..... 130
- INDEX..... 132**

1 ABOUT THIS MANUAL

This manual applies to 963 version 1.20 software. It provides a description of how to use the 963. It is intended for a reader with no knowledge of the 963 who operates it on a daily basis. It is assumed that the system has already been set up and engineered to suit user requirements, and the user is familiar with basic computer use, and has knowledge of BMS. It is divided into several sections.

About 963. This section describes 963, and how it works.

The 963 Window. This section explains the different parts of the 963 Window.

Using 963. This section describes how to use 963 once it has been installed and engineered.

After having read and fully understood this manual the user will be familiar with the 963 Supervisor, the environment in which it operates, making changes to plant parameters, coping with incoming alarms, and all other aspects of using the 963 on a day to day basis.

For details about using the 963 when accessing it from a web browser see the 963 WEB User Guide.

Other relevant documentation is:

963 Data Sheet (TA200636)
963 Web User Guide (TC200685)
963 Engineering Manual (TD200637)
Product Data Sheets

These documents are available in printed format, and in PDF format in the 'Documentation' directory (if you installed the documentation) as well as the Data CD-ROM. To ensure you have the latest issue of these documents check the WEB site (www.trend-controls.com).

1.1 Conventions Used in this Manual

There are numerous items and instructions in this manual, the conventions below are designed to make it quick and easy to find and understand the information.

- Menu commands are in **bold** type.
- Buttons, and options in dialogue box which you need to select are in **bold** type.
- The names of text boxes and dialogue boxes are in **bold** type.
- Key combinations that you should press appear in normal type. If joined with a plus sign (+), press and hold the first key while you press the remaining one(s). For example CTRL+P indicates holding down the control key while pressing P.
- Text you should enter is in *Italic* type.

1.2 Contacting Trend

Head Office

Trend Control Systems Ltd
PO Box 34
Horsham
Sussex
RH12 2YF
England

Tel: +44 (0) 1403 211888

Fax: +44 (0) 1403 241608

Details of regional offices can be found on our Web site.

Internet

Our web site (www.trend-controls.com) provides information about us and our products. The support area of the site provides access to the latest documentation. Account holders can access additional facilities in the secure area, such as our product knowledge database 'Dr Technicare', and file downloads.

Technical Support

Our Customer Services Help Desk provides technical support during normal office hours. Before contacting them ensure that you have your Technicare PIN number available. Without this we will be unable to provide you with Technical Support.

You may be able to find the answer to your question in the support area of our Web site that is available 24 hours a day, or in the supplied product documentation.

We also provide a Data CD-ROM which contains all the latest product documentation, as well as Dr Technicare Lite (a snap shot of the product knowledge base).

2 WHAT IS 963?

Once engineered the 963 Supervisor provides the user with a system wide control panel with the facility to monitor and change the Building Management System (BMS) ensuring that the plant operates safely and efficiently.

The use of colour graphics specially designed for the system displays this information in a simple and effective way. Graphs and pages of text information can be used to supplement monitored information. A fast and efficient communications network allows this information to be obtained from plant that may be scattered miles apart in different buildings, on other sites, or even other countries.

It enables the user to monitor plant/building services, and make changes to the way the building is controlled using colour graphics displays. Fault reporting, analysis, and data recording features promote efficient plant operation and effective energy use.

The information and adjustments available to a user can be exactly tailored to that user's needs. This means that an operator is never presented with more data or options than he or she requires, thus eliminating a major source of potential confusion. However, for those whose job function demands it, access can be provided to every point on the BMS.

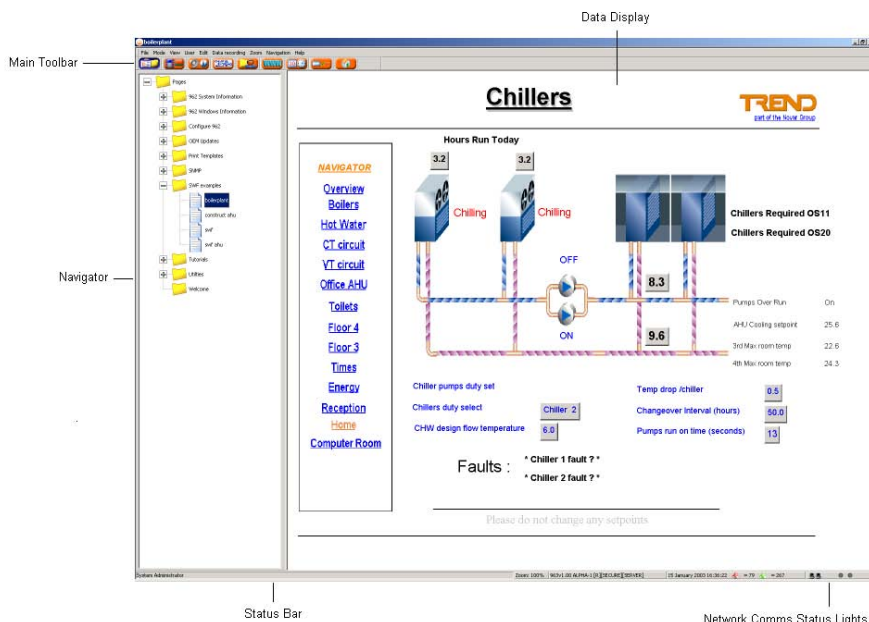
WHAT IS 963?

This page is intentionally left blank.

3 THE 963 WINDOW

The 963 window consists of five areas:

- Data Display
- Main Toolbar
- Navigator
- Network Comms Status Lights
- Status Bar



Data Display

The Data Display is where the 963 displays the selected information. In the example above, a schematic page is displayed, but information from other areas of 963 may also be displayed depending which button is selected in the **Main Toolbar**, for example the **Alarm Viewer**, Web pages etc.

Main Toolbar

The **Main Toolbar** appears at the top of the 963 window, and gives access to the 963's different displays.

3 THE 963 WINDOW (Continued)

Navigator

The **Navigator** appears on the left of the 963 window, and provides a way of selecting the information that appears in the **Data Display**. For example, if a schematic page is displayed the **Navigator** will enable the page that is displayed to be selected, where as if the **User Display** is selected; it enables a particular user or workgroup to be selected.

Network Comms Status Lights

The **Network Comms Status Lights** appear at the bottom of 963's window. They provide information about the status of communications.

Status Bar

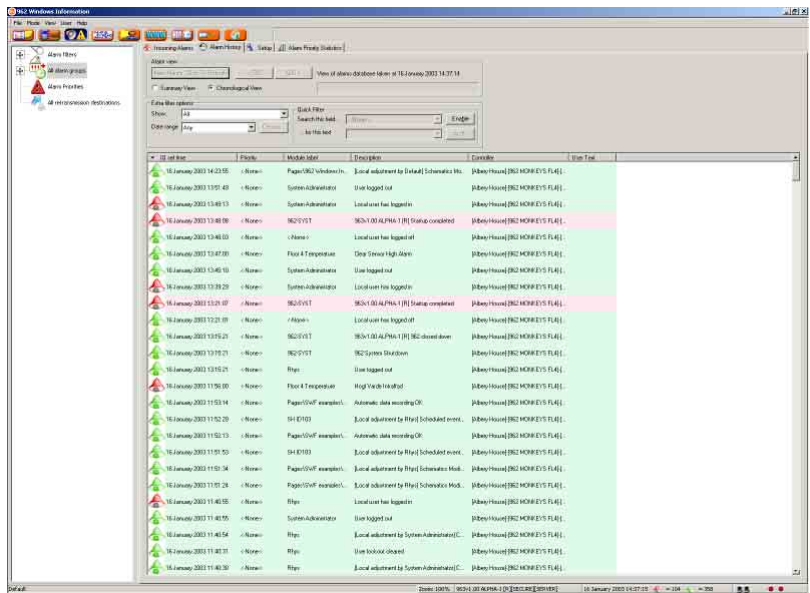
The **Status Bar** is located at the bottom of the 963 window and provides information about the version of 963 running, and the name of the user that is currently logged on as well as the current date and time.

3.1 Data Display

The **Data Display** is where 963 displays the information specified by the button in the **Main Toolbar** that has been chosen.

3.1.1 Alarm Viewer

The **Alarm Viewer**, shown below, displays the alarms that have been received. These alarms can be filtered by type to reduce the amount of data displayed.







The **Alarm Viewer** has four tabs:

- Alarm History
- Alarm Priority Statistics
- Incoming alarms
- Set up

Colours are used to indicate whether the alarm is a set alarm or a cleared alarm. A red bell indicates a set alarm, and a green bell indicates a cleared alarm. If the alarm has been actioned by the user, the bell will appear with a tick over it. The table below shows the different icons.

3.1.1 Alarm Viewer (Continued)

Icon	Description
	Set alarm that has not been actioned.
	Set alarm that has been actioned.
	Cleared alarm that has not been actioned.
	Cleared alarm that has been actioned.

The **Alarm Viewer** is colour coded to indicate whether the alarm is current. Red indicates that the alarm is current, and green indicates that the alarm has cleared.

Alarm History Tab

The **Alarm History** tab stores all the alarms after they have been processed. This list stores the all the alarms in the database that have been processed whether or not they have been actioned by the user. The alarms can be viewed in chronological order or a summary view.

Summary View - This gives a count for each alarm type.

Chronological View - a systematic alarm history sorted by time order.

Alarm Priority Statistics Tab

The **Alarm Priority Statistics** tab displays all the alarms grouped by priority in the form of a graph, or pie chart.

Incoming Alarms Tab

The **Incoming Alarms** tab contains the last 100 alarms to be received as they arrive.

Set up Tab

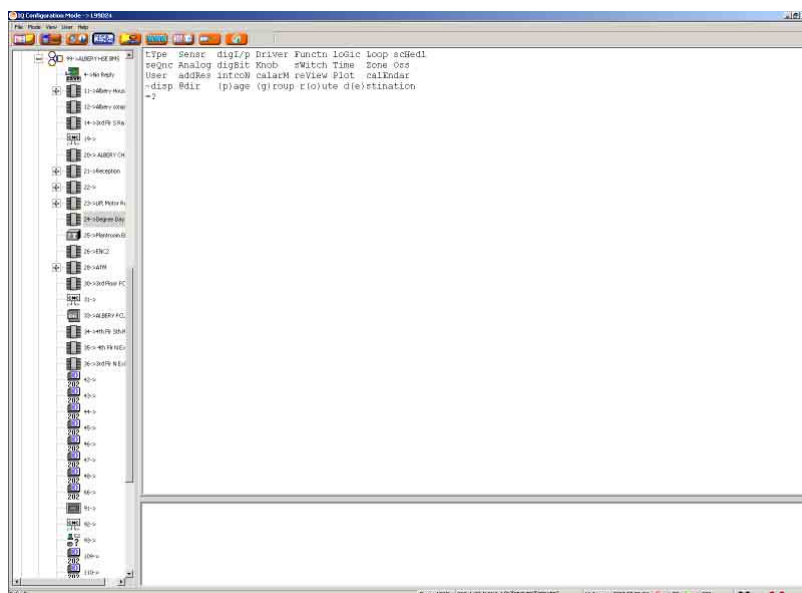
The **Set up** tab enables certain settings relating to alarm handling to be defined.

For both the **Alarm History** and the **Incoming Alarms** tabs, clicking any alarm gives a popup display containing details about the alarm. The alarms in the viewer are determined by the currently selected group or filter in the **Navigator**. The list can be further filtered using a drop-down list of standard options.

Access to this display can be restricted to certain users.

3.1.2 Configuration Mode Display

The **Configuration Mode Display**, shown below, allows access to configuration mode on IQ System devices. Once in this mode, simple adjustments can be made to the strategy. When in configuration mode, 963 is effectively converted into a terminal, all the screen prompts originate from the controller, and all keyboard inputs are sent to the controller when the 'Enter' key is pressed.

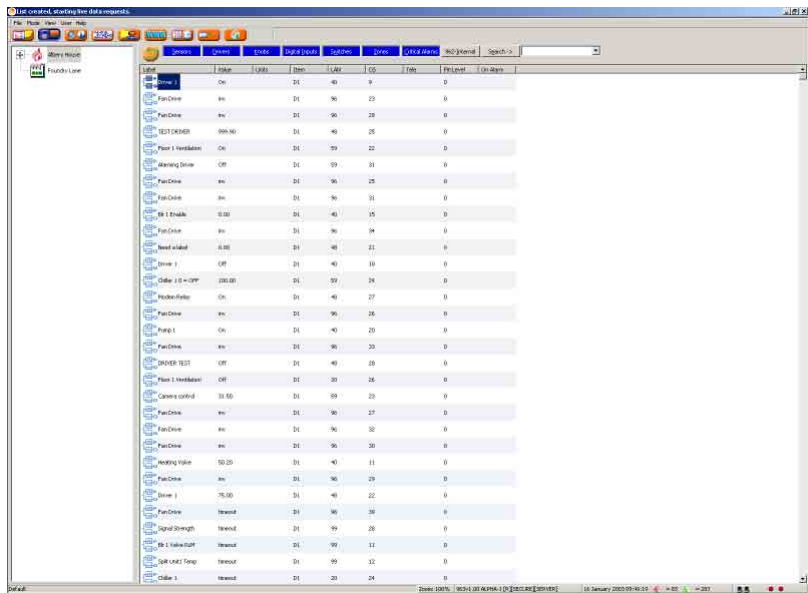


The **Navigator** displays a tree view of the system to which 963 is connected enabling the controller for which configuration mode is required to be selected. Clicking a controller will cause it to enter configuration mode, and the configuration prompts displayed in the **Data Display**.

Access to this display can be restricted to certain users.

3.1.3 Device Viewer

The **Device Viewer**, shown below, enables inputs, outputs, adjustments, timezones, and critical alarms from the selected part of the system to be displayed. (E.g. if the internetwork is selected, all values from the internetwork are displayed, and if a particular Lan is selected, only values from that Lan are displayed).



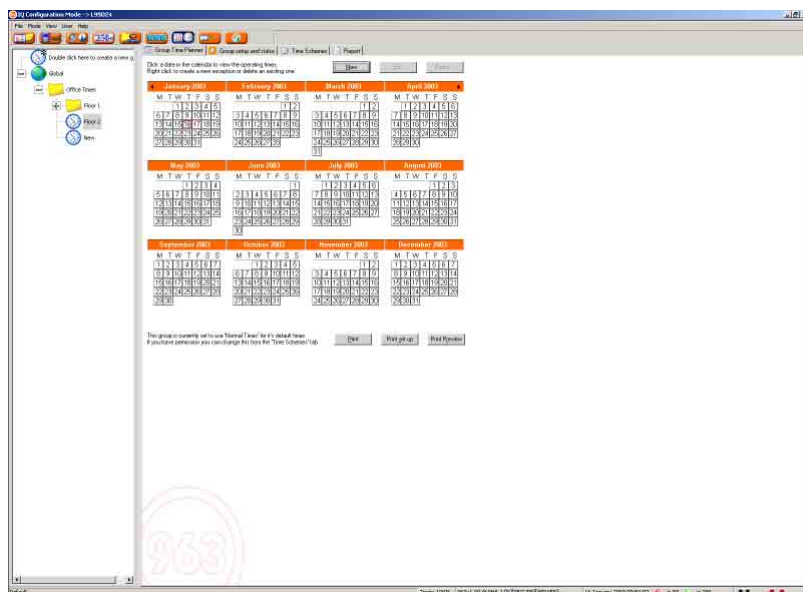
The types of values displayed can be filtered by type (inputs, outputs, adjustments, timezones, and critical alarms). The list of values can be sorted by column.

The **Navigators** displays a tree view of the system to which 963 is connected, enabling the level at which the system is displayed in the **Data Display** to be selected. For example, clicking a Lan will display all the points with labels on that Lan. Points that have an alarm state associated with them are indicated in red.

Access to this display can be restricted to certain users.

3.1.4 Diary Display

The **Diary Display**, shown below, enables timezones that share the same occupation times to be grouped together. The **Navigator** displays a tree view containing all the diary groups and folders. Clicking a group will display the associated normal or exception times in the **Data Display**.



The tree view can be structured to enable simple organisation of occupation times, and the linking to controllers.

Access to this display can be restricted to certain users.

3.1.5 Event Scheduler Display

The **Event Scheduler Display**, shown below, is used to organise and display all the automated actions carried out by 963, e.g. sensor-recording actions, or diary exceptions. It contains information about events that 963 is going to perform in the future, or has already performed. It displays events that 963 has been set to perform by the engineer; it also displays scheduled events created by 963's Diary functions.

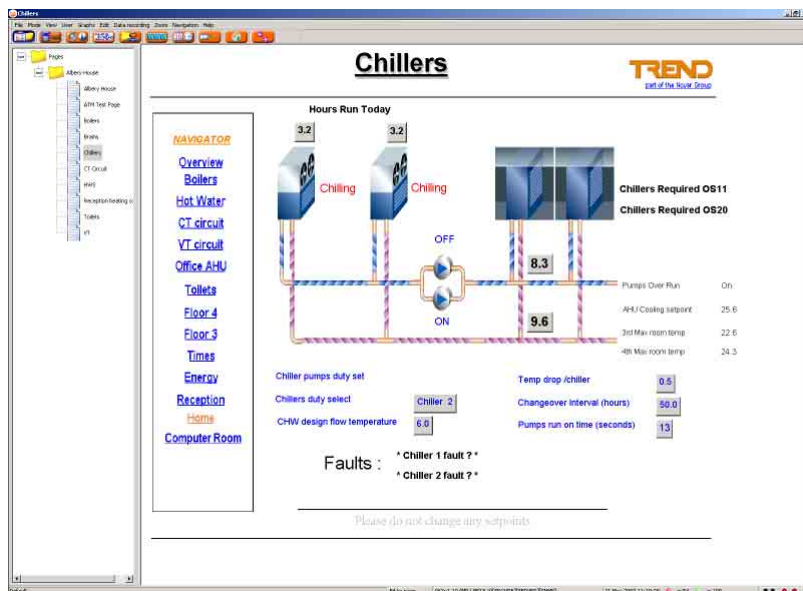
[illegible]

The **Navigator** displays a list of different types of events. Clicking one of these will display a list of events of that type in the **Data Display**.

Access to this display can be restricted to certain users.

3.1.6 Schematic Page Display

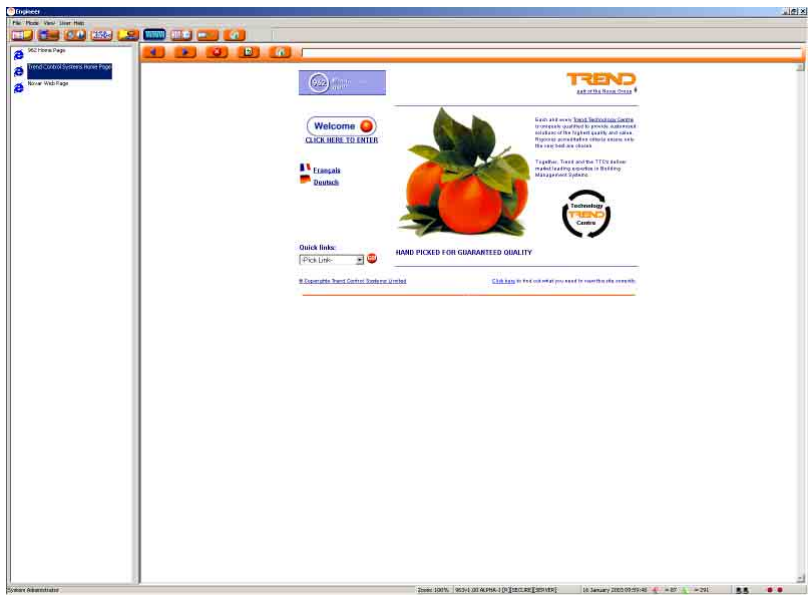
The **Schematic Page Display**, shown below, enables a schematic page to be displayed. The **Navigator** displays a tree view of all the schematic pages, clicking a page will display it in the **Data Display**.



The **Navigator** provides a way of organising pages into folders, so that they can be located quickly, or to prevent access to particular users.

3.1.8 WEB Browser Display

The **Web Browser Display**, shown below, enables selected Web sites to be accessed. By default, it has some pages set up, e.g. our WEB site.



The **Navigator** displays the different sites that are available. Clicking a site in the **Navigator** will cause it to be displayed in the **Data Display**. The top of the **Data Display** contains five buttons, shown below, that enable navigation around the selected Web site in a similar way to other WEB browsers.

Icon	Description
	Goes to the previous HTML page.
	Goes to next HTML page.
	Stops the current HTML page being uploaded.
	Goes to the Home HTML page.
	Updates the current HTML page.











Access to this display can be restricted to certain users.

3.2 Main Toolbar

The **Main Toolbar**, shown below, appear at the top of the 963 Window, and contains eight buttons that provide access to the 963’s different displays.











The table below describes the function of these buttons.

<i>Button</i>	<i>Information Displayed</i>
	Alarm Viewer.
	Configuration Mode Display.
	Device Viewer.
	Web Browser Display.
	Event Scheduler Display.
	Diary Display.
	Schematic Page Display.
	User Display.
	Toggles the display of the Navigator ON and OFF.
	Switches the 963 to the Schematic Page Display and displays the default schematic page.

Access to these buttons can be protected, preventing unauthorised users accessing the displays. If a button is greyed out, this indicates that the user currently logged on does not have access to that display.

3.3 Navigator


The **Navigator** appears on the left of the 963 Window and provides a way of selecting the information that appears in the **Data Display**. For example, if a schematic page is displayed, the **Navigator** enables the displayed page to be selected, whereas if the **User Display** is selected, it enables a particular user or workgroup to be selected. The table below lists what the **Navigator** will display depending on the button in the **Main Toolbar** that is chosen.


<i>Button</i>	<i>What the Navigator Displays</i>
	Displays alarm filter options, alarm actions and alarm retransmission information. Clicking a basic query or alarm filter will display alarms that match that query or filter in the Data Display .
	Displays a tree view of the system to which 963 is connected enabling the controller for which configuration mode is required to be selected. Clicking a controller will cause it to enter configuration mode, and the configuration prompts displayed in the Data Display .
	Displays a tree view of the system to which 963 is connected enabling the level at which the system is displayed in the Data Display to be selected. For example, clicking a Lan will display all the points with labels on that Lan.
	Displays a tree view of all the Diary Groups and folders. Clicking a group will display the associated times in the Data Display .
	Displays a list of different types of events. Clicking one of these will display a list of events of that type in the Data Display .
	Displays the available schematic pages. Clicking the required page will cause it to be displayed in the Data Display . It allows the pages to be organised into folders, or single pages to make locating the required page easier. Folders can be set up with user access levels to prevent particular users accessing them. Pages not in a folder are always visible to all users. Each folder can contain both folders and pages.
	Displays a tree view of all the workgroups and users. Selecting a workgroup will expand it revealing the users in that workgroup. Clicking a particular user will display that user's login page in the Data Display .
	Displays a list of WEB sites that can be selected. Clicking one will cause it to be displayed in the Data Display .


3.4 Network Comms Status Lights

The **Network Comms Status Lights** appear at the bottom of the 963 window. They provide information about the status of communications in and out of the node connecting 963 to the IQ network, and the status of any remote connection devices on the system.



 TX and RX indicators: These flash green when 963 is receiving, or transmitting information. If they appear grey, 963 has been unable to locate the CNC.

 Remote connection indicator: If grey, all of the devices are available for use, if red, at least one of them is attempting to make a connection, and if green, at least one is connected. Clicking this icon displays the Remote Connection window.

If 963 has been licenced with SMS Direct an additional icon () is displayed. This icon indicates the status of the GSM phone or modem, if a 963 is busy talking to the phone the icon will flash between green and red. The icon will be grey if there is a problem communicating with the phone. If the PIN for the phone is incorrect, an exclamation mark will appear next to the icon. Clicking this icon displays the SMS Activity window.

3.5 Status Bar

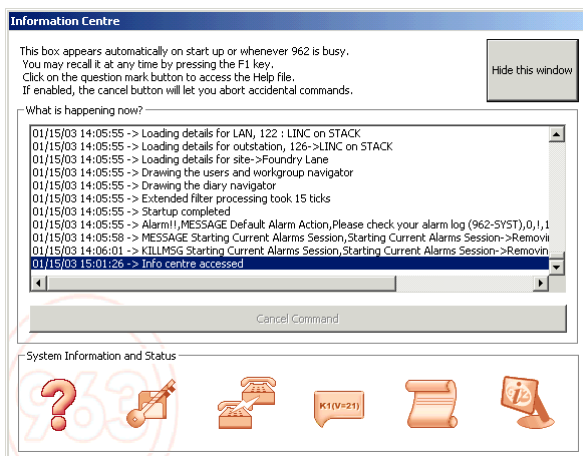
The **Status Bar**, shown below, is located at the bottom of the 963 window. It provides information about the version of 963, the name of the user that is currently logged on, the number of alarms that have been received, and the number that are left to acknowledge, as well as the current date and time.



The name of the user currently logged on is displayed in the left of **Status Bar**, the version of 963 in the next column, with the number of occurred alarms (red bell), cleared alarms (green bell) and the current date and item in the last one.

3.6 The Information Centre Window

The **Information Centre Window**, shown below, is designed to inform the user what 963 is doing (i.e. starting up, downloading times etc), and to provide access to more detailed information such as communications. It is automatically displayed when 963 is performing a task, but can also be displayed when required by pressing '**F1**'.



The information about what 963 is currently doing is displayed in the **What is happening now?** box. The current command can be cancelled by clicking **Cancel Command**.

The buttons at the bottom of the window provide access to licence details, communications information, autodialler status, system information, script information, and the on-line help.

Note that the availability of these buttons is dependent on the users level of authority, therefore some of the buttons may be greyed out.

This page is intentionally left blank.

4 USING 963

This section describes how to use 963. It describes all the necessary tasks required to operate 963, and make adjustments to the system once it has been correctly engineered.

A summary of using 963 is provided in the following section:

Basic Use

For a more detailed description of the different tasks see the following sections:

Action Alarms	Adjust Occupation Times
Adjust Values	Administer the System
Close 963	Collapse Message Boxes
Configure Controllers	Control Scripts
Delete the Exception Cache	Display a Graph
Display a Points Window	Display a Schematic Page
Display the Device Viewer	Display the Information Centre
Display the Mean Kinetic Temperature	Drop a Line
Hide Alarm Panels	Hide the Main Toolbar
Hide the Navigator	Hide the Status Bar
Insert a List into an HTML File	Log In
Log Off	Manage Your User Account
Move from Page to Page	Move the Navigator
Move Toolbars	Mute an Alarm Panel
Playback Recorded Information	Printing
Record Data	Reset the Display
Resize the Navigator	Run 963
Run a 963 Action	Run a Manual Alarm Action
Save a List to HTML	Setup Exception Templates
Specify the Colour Used for a Day's Periods	View Alarms
View Communications Information	View Module Parameters
View Occupation Times	View Scheduled Events
View WEB Pages	Zoom In/Out









4.1 Basic Use

This section of the manual describes the most basic use of the 963. It assumes that the user only has access to the pages that have been engineered.

Most of the information presented to the user is displayed on schematic pages that have been set up. Clicking certain parts of the page will cause something to happen; exactly what happens is dependent on how the 963 is set up. When the mouse pointer is moved over a part of the screen that will do something it changes to a hand (☞). These areas of the screen will generally be obvious because of text that appears in, or next to them.

To use 963:

- 1 On the **Start** menu point to **Programs** and then point to **Trend Control Systems** and click **963** to run 963.
- 2 On the **User** menu click **Log in** to log in as described in the ‘Log In’ section of this manual.
- 3 on the **Main Toolbar** click the appropriate icon to select the required display. These are listed in the table below.

Button	Description	Button	Description
	Displays the Alarm Viewer.		Displays the Configuration Mode Display.
	Displays the Device Viewer.		Displays the Web Browser Display.
	Displays the Event Scheduler Display.		Displays the Diary Display.
	Displays the Schematic Page Display.		Displays the User Display.

Once you have selected the required display you will be able to view the information such as schematic pages, the **Device Viewer**, and alarms. Clicking the different objects will enable you to perform different tasks the display should make is clear what can be done. The table below lists the common tasks you should see the corresponding section of this manual for more details.

Action Alarms	Adjust Occupation Times
Adjust Values	Administer the System
Close 963	Collapse Message Boxes
Configure Controllers	Control Scripts
Display a Graph	Display a Points Window
Display a Schematic Page	Display a Schematic Page as a Popup

4.1 Basic Use (Continued)

Display the Device Viewer	Display the Information Centre
Display the Mean Kinetic Temperature	Drop a Line
Hide Alarm Panels	Hide the Main Toolbar
Hide the Navigator	Hide the Status Bar
Insert a List into an HTML File	Log In
Log Off	Manage Your User Account
Move from Page to Page	Move the Navigator
Move Toolbars	Mute an Alarm Panel
Playback Recorded Information	Printing
Record Data	Reset the Display
Resize the Navigator	Run 963
Run a 963 Action	Run a Manual Alarm Action
Save a List to HTML	Setup Exception Templates
Specify the Colour Used for a Day's Periods	View Alarms
View Communications Information	View Module Parameters
View Occupation Times	View Scheduled Events
View WEB Pages	Zoom In/Out

4 Log off when the use of 963 is finished.

4.2 Action Alarms

Alarms that have been sent to 963 must be actioned by a user to indicate that the alarm has been seen. When actioning alarms you are required to enter a description of the action taken in response to the alarm. Alarms can either be actioned from the **Alarm Viewer**, or from an alarm panel.

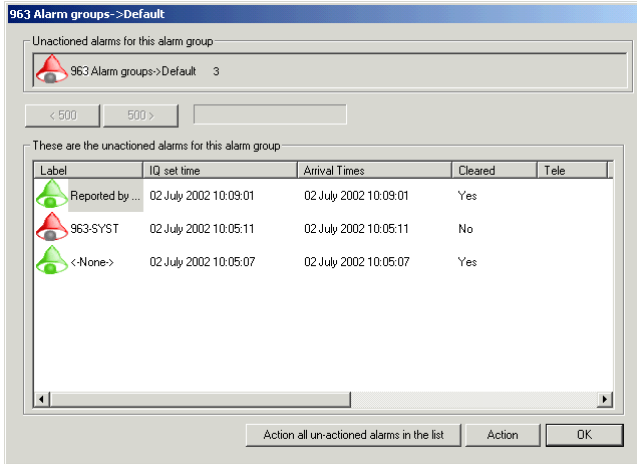
4.2.1 Action Alarms from an Alarm Panel

Alarms can be actioned from an alarm panel.

To action alarms:

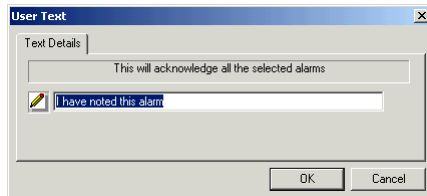


- 1 Click in the alarm panel. A dialogue box is displayed.



- 2 Click the alarm(s) that are to be actioned. To select more than one alarm hold down the CTRL key and click the required alarms.
- 3 Click **Action**. The **User Text** dialogue box is displayed.

All unactioned alarms in the panel can be actioned by clicking **Action all un-actioned alarms in the list**.



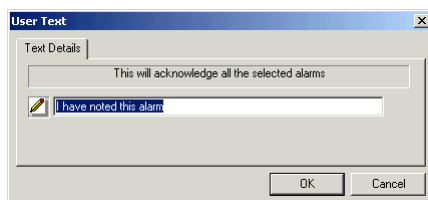
- 4 In the box enter some text describing the action to assist future faultfinding (e.g. the action taken because of the alarm).
- 5 Click **OK**.

4.2.2 Action Alarms from the Alarm Viewer

Alarms can be actioned from the **Alarm Viewer**.

To action alarms:

- 1 View the alarm(s) that are to be actioned.
- 2 Click the alarm(s) that are to be actioned. To select more than one alarm hold down the CTRL key and click the required alarms.
- 3 Right-click any of the selected alarms, and on the displayed menu click **Action Selected**. The **User Text** dialogue box is displayed.



- 5 In the box enter some text describing the action to assist future faultfinding (e.g. the action taken because of the alarm).
- 6 Click **OK**.

4.3 Adjustments

4.3.1 Adjust Occupation Times

During the course of normal operation, it will be necessary to view the occupation times to ensure that the correct times are being worked so that unnecessary energy is not being used controlling unoccupied area.

It will also be necessary to change occupation times of the system, perhaps because the working times of an area have changed permanently. In which case, it is necessary to change the normal occupation times for the diary group(s) that are linked to the controllers in that area. If a particular day (e.g. a bank holiday) requires the occupation times to be different an exception should be added for that day only. These changes will automatically be sent to the controller before they are required.

If a controller is operating the wrong times during a day it is possible to change the actual times stored in the controller by adjusting the timezones directly.

If a failure has occurred when sending the occupation times to a controller (an alarm has been received) it will be necessary to manually download occupation times once the reason for the failure has been corrected. It may also be necessary to manually download times if changes to the occupation times are required to take effect immediately.

4.3.1 Adjust Occupation Times (Continued)


- Add an Exception
- Adjust a Timezone
- Change Normal Occupation Times
- Delete an Exception
- Edit an Exception
- Re-send Occupation Times



4.3.1.1 Add an Exception

Areas can be set to be occupied at times different to the normal occupation times, e.g. for bank holidays. The occupation times can be changed by adding an exception to the diary group that is linked to the timezone controlling the occupation times for that area.

Exceptions can be added to individual diary groups, or to more than one group. When adding an exception to all the diary groups 963 checks other exceptions for that group to see if there is already one with the same name. If there is, 963 uses the times from the existing exception, otherwise the times defined by the new exception will be used.


To add an exception:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the part of the diary navigation structure below which groups are to have the exception applied.
- 5 Right-click the day to which the exception is to be added. To select a range of days right-click the first day and drag the mouse over them. A dialogue box is displayed.

If the required day is not visible click  or  until it is visible.

- 6 Select the required template. A dialogue box asking if you want to download the changes now or configure the scheduler to do it later is displayed, click the required option and then click **OK**.

Or

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the part of the diary navigation structure below to which groups are to have the exception applied.

4.3.1.1 Add an Exception (Continued)

- 5 Click **New**. The **Configure Exception** dialogue box is displayed.

Configure Exception

Configure Diary Groups
Edit Exception

Name
Please choose a name for your exception. You may create a new name or choose an existing one.
Name **New**

Exception times
Please choose the type of holiday you require.

☒ **Apply day profile.**
Choose this option if you want every day of your exception to have the same operating times, for example when configuring a plant shutdown.

☐ **Apply weekday set.**
Choose this option if you want to apply individual times to each weekday of your exception, for example when you wish to switch to an alternate working pattern for a fixed period

< Back Next > Cancel

- 6 In the **Name** box enter the name for the exception, or click an existing label.

Note that exceptions with the same label can have different operating times specified.

- 7 Click **Apply day profile** to specify to have the same operating times, or click **Apply weekday set** to specify individual times for each weekday.

- 8 Click **Next**.

- 9 In the **Available times** box click the template that is to supply the times from the list. This list will contain all the templates from all the groups below the selected point in the diary navigation structure that have the same name.

If the exception is being added to a single diary group it is possible to either create a new template by clicking **Add new times**, or existing times can be changed by clicking **Edit selected times**.

- 10 Select the **Repeat this exception yearly** check box if the exception is the same each year (e.g. Christmas day).
- 11 Click **Next**.
- 12 Select the day(s) to which the exception is to apply. To select individual days click them. To select a range of days drag the mouse over them. To deselect a day or range of days click it.

If the required day is not visible click ◀ or ▶ until it is visible.

- 13 Click **Next**. A dialogue box is displayed describing the exception.

4.3.1.1 Add an Exception (Continued)

- 14 Click **Finish**. A dialogue box asking if you want to download the changes now or configure the scheduler to do it later is displayed, click the required option and then click **OK**.

4.3.1.2 Adjust a Timezone


The occupation times of the controllers on the IQ system (i.e. when they are in occupancy) are set by the times defined in the diary group they belong to, it is possible to override those times.

To override a timezone:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Display the page that enables the timezone to be overridden, and click the area of the screen that enables the timezone to be overridden.


Or



Click  or on the **Mode** menu click **Diary** to select the **Diary Display**, then select the 'Group setup and status' tab, and click the timezone that is to be overridden in the list at the bottom of the screen to select it, and click '**Override zone time**'.

Or

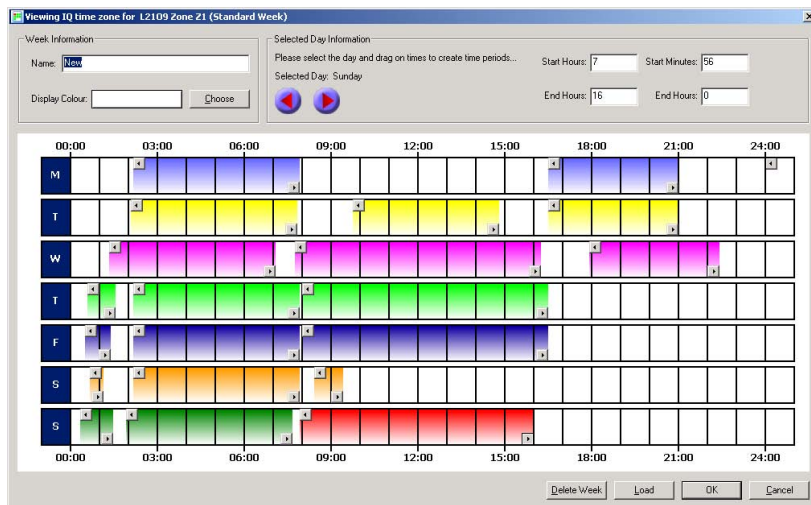


Click  or on the **Mode** menu click **Device Viewer** to select the **Device Viewer**. Then click the site, Lan, or device containing the timezone that is to be overridden, click **Zones**, and then right-click the timezone that is to be overridden, and on the displayed menu click **Adjust Point**.


This displays a dialogue box asking if you are sure you want to make changes.

- 3 Click **Yes**. This displays a dialogue box asking if you what times are to be adjusted.
- 4 Click **Today and next 6 days** to adjust the current weeks times, or click **Default Times** to adjust the default times. A dialogue box similar to the one shown below is displayed.



4.3.1.2 Adjust a Timezone (Continued)



Note that changing the default times in this way will mean that the times in the controller will no longer match the ones in 963.

- 5 Set up the operating times for the first period of occupancy on Monday as required by dragging each end of the bar to specify the times. To add another period click  and drag to the right, and then drag each end of the bar to specify the times.

To set occupation for the whole day, right-click the day and on the displayed menu click **On all day**. To set non-occupation for the whole day, right-click the day and on the displayed menu click **Off all day**.

The times can be specified by clicking the required period or using the   to select Monday, right-clicking and on the displayed menu click **Next Period** or **Last Period**. The start and stop times for the period can then be specified by entering them in the **Start Hours**, **Start Minutes**, **Stop Hours**, and **Stop Minutes** boxes.

- 6 Repeat step (5) for the rest of the rest of the days in the week.

Occupation times from one day can be copied and then pasted to another day, or the entire week, by right-clicking the day whose times are to be copied, on the displayed menu click **Copy Day**. Then right-clicking the day to which the times are to be pasted, and on the displayed menu click **Paste Day**. To paste the times to the entire week right-click and on the displayed menu click **Paste for week**, and to paste them just to the working week (Monday to Friday) week right-click and on the displayed menu **Paste for working week**.

4.3.1.2 Adjust a Timezone (Continued)

A single period can be copied by right-clicking it, and on the displayed menu click **Copy**, it can then be pasted where required in a similar way to pasting the entire day.

To set occupation for the entire week, right-click and on the displayed menu click **On all week**. To set non-occupation for the entire week, right-click and on the displayed menu click **Off all week**.


Existing times can be loaded as described in the 'Load Existing Times' section of this manual, or loaded from a controller as described in the 'Load Times From a Controller' section of this manual.

7 Once the occupation times are correctly set up click **OK**.


4.3.1.3 Change Normal Occupation Times

The normal occupation times for a diary group can be changed by editing the times or if week set templates have been added one of these can be used to specify the normal occupation times.

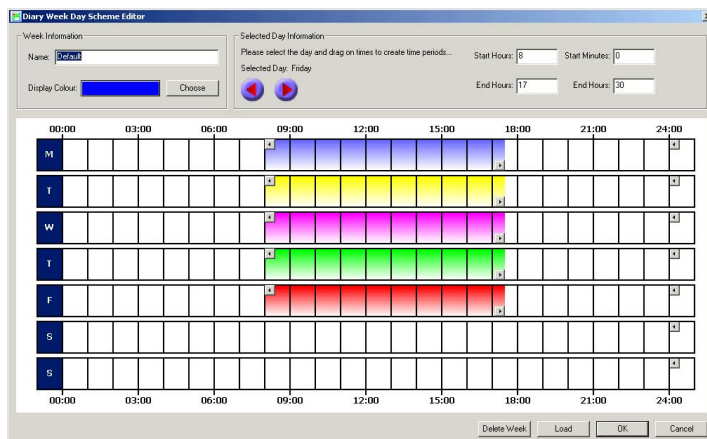
To change the normal operating times for a diary group:


- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group for which normal occupation times are to be changed.
- 4 Click the **Time Schemes** tab.
- 5 In the **Use these times as the default for this group** box click the week set template that is to provide the new normal occupation times.

Or



- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group for which operating time are to be set up.
- 4 Click the **Time Schemes** tab.
- 5 In the list of configured schemes click the template currently supplying the normal occupation times (see the **Use these times as the default for this group** box if you are unsure). The normal times will be displayed in the right of the screen.
- 6 Click **Edit**. A dialogue box asking if you are sure you want to edit the default times is displayed, click **Yes**. The **Week Day Scheme Editor** dialogue box is displayed.

4.3.1.3 Change Normal Occupation Times (Continued)



- 7 If required specify the colour used to represent days that use these times by clicking **Choose** and selecting the required colour from the dialogue box that is displayed, and clicking **OK**.
- 8 Set up the operating times for the first period of occupancy on Monday as required by dragging each end of the bar to specify the times. To add another period click  and drag to the right, and then drag each end of the bar to specify the times.

To set occupation for the whole day, right-click the day and on the displayed menu **On all day**. To set non-occupation for the whole day, right-click the day and on the displayed menu **Off all day**.

To specify the times click the required period or using the   buttons to select Monday, right-click and on the displayed menu click **Next Period** or **Last Period**. The start and stop times for the period can then be specified by entering them in the **Start Hours**, **Start Minutes**, **Stop Hours**, and **Stop Minutes** boxes.

- 9 Repeat step (8) for the rest of the rest of the days in the week.

Occupation times from one day can be copied and then pasted to another day, or the entire week, by right-clicking the day whose times are to be copied, on the displayed menu click **Copy Day**. Then right-clicking the day to which the times are to be pasted, and on the displayed menu click **Paste Day**. To paste the times to the entire week right-click and on the displayed menu click **Paste for week**, and to paste them just to the working week (Monday to Friday) week right-click and on the displayed menu **Paste for working week**.

4.3.1.3 Change Normal Occupation Times (Continued)

A single period can be copied by right-clicking it, and on the displayed menu clicking **Copy**, it can then be pasted where required in a similar way to pasting the entire day.

To set occupation for the entire week, right-click and on the displayed menu click **On all week**. To set non-occupation for the entire week, right-click and on the displayed menu **Off all week**.




Existing times can be loaded as described in the 'Load Existing Times' section of this manual, or loaded from a controller as described in the 'Load Times From a Controller' section of this manual.

- 10 Once the occupation times are correctly set up click **OK**. A dialogue box asking if you want to download the changes now or configure the scheduler to do it later is displayed, click the required option and then click **OK**.

4.3.1.4 Delete an Exception

Exceptions that are no longer required can be deleted.


To delete an exception:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the part of the diary navigation structure containing the exception that is to be deleted.
- 5 Right-click the exception, and on the displayed menu click **Delete**, or click the exception to select it, and then click **Delete**. If the required exception is not visible click  or  until it is visible. A dialogue box is displayed asking for confirmation of the deletion.
- 6 Click **Yes**.



4.3.1.5 Edit an Exception

Once an exception has been set up it can be edited to adjust the times, or change the day(s) to which it applies.

To edit an exception:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the part of the diary navigation structure containing the exception that is to be edited.


4.3.1.5 Edit an Exception (Continued)

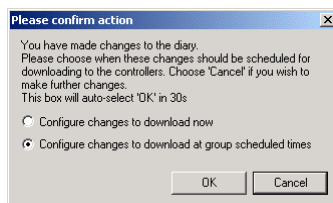
- 5 Right-click exception, and on the displayed menu **Edit**, or click the exception to select it, and then click **Edit**. If the required exception is not visible click  or  until it is visible.
- 6 Edit the exception as required.
- 7 Click **Finish**.


4.3.1.6 Resend Occupation Times

It is possible reschedule the download of occupation times to controllers there and then, or at the normal download time. This is useful if a failure has occurred when sending the occupation times to a controller. It will send the default occupation times, and any exceptions that are due in the next seven days.

To resend occupation times:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the Diary Group for which the times are to be downloaded.
- 5 Click the timezone for which a manual download is required. More than one timezone can be selected by holding down the CTRL key, and clicking the required timezones. A range can be selected by holding down the SHIFT key, and then clicking the first and last item in the range.
- 6 Click **Re-send zone times to selected IQ**. A dialogue box is displayed asking for confirmation of the download.
- 7 Click **Yes**. The **Please confirm action** dialogue box is displayed.



- 8 Select  the required option to either download the changes now, or to configure the download for the group's scheduled download time.
- 9 Click **OK**.

4.3.2 Adjust Values

You may have the ability to adjust values and module parameters on the IQ system. If this is the case, a button or picture will have been provided that enables the change to be made, or if you have access to the **Device Viewer**, values can be changed from there.

Adjust an analogue value

Adjust a digital value

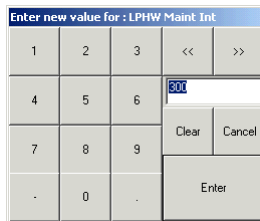
Adjust a module parameter

4.3.2.1 Adjust an Analogue Value

Analogue values can be adjusted from a schematic page or from the **Device Viewer**.

To adjust an analogue value from a schematic page:

- 1 Display the page containing the value that is to be adjusted.
- 2 Click the button or picture that enables the value to be changed. At this point you may be asked if you are sure you want to make the adjustment click **Yes**. The **Enter new value for** dialogue box shown below:



Enter new value for : LPHW Maint. Int.				
1	2	3	<<	>>
4	5	6	500	
7	8	9	Clear	Cancel
.	0	.	Enter	

- 3 Enter the new value by typing it in, clicking the numbers, or clicking << or >> to decrement/increment the value.
- 4 Click **Enter**.
- 5 In some cases, a message will be displayed asking for confirmation of the change. Click **Yes** to continue.

To adjust an analogue value from the Device Viewer:

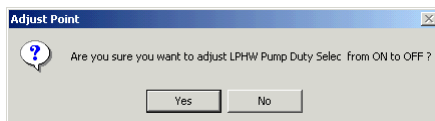
- 1 View the value that is to be adjusted in the **Device Viewer**.
- 2 Right-click the value that is to be adjusted, and on the displayed menu click **Adjust Point**. At this point you may be asked if you are sure you want to make the adjustment click **Yes**. The **Enter new value for** dialogue box is displayed.
- 3 Enter the new value by typing it in, clicking the numbers, or clicking << or >> to decrement/increment the value.
- 4 Click **Enter**.
- 5 In some cases, a message will be displayed asking for confirmation of the change. Click **Yes** to continue.

4.3.2.2 Adjust a Digital Value

Digital values can be adjusted from a schematic page or from the **Device Viewer**.

To adjust a digital value from a schematic page:

- 1 Display the page containing the value that is to be adjusted.
- 2 Click the button or picture that enables the value to be changed. At this point you may be asked if you are sure you want to make the adjustment click **Yes**. The **Adjust Point** dialogue box is displayed.



- 3 Click **Yes**

To adjust a digital value from the Device Viewer:

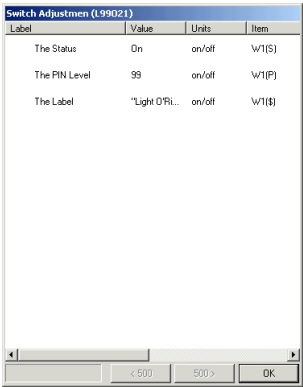
- 1 View the value that is to be adjusted in the **Device Viewer**.
- 2 Right-click the value that is to be adjusted, and on the displayed menu click **Adjust Point**. At this point you may be asked if you are sure you want to make the adjustment click **Yes**.

4.3.2.3 Adjust a Module Parameter

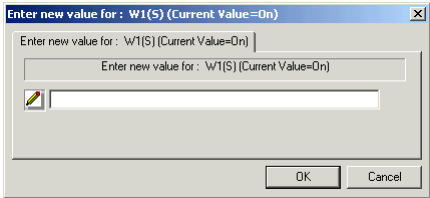
It is possible to adjust certain parameters of the configuration modules within IQ controllers directly from a schematic page or the **Device Viewer**.

To adjust a parameter:

- 1 Log in as described in the ‘Log In’ section of this manual.
- 2 Display a page containing a value from the controllers whose configuration parameters are to be adjusted.
- 3 Right-click the value, and on the displayed menu click **Edit Item**. The dialogue box shown below is displayed.



- 4 Right-click the parameter that is to be changed, and choose ‘**Adjust Point**’ from the menu that is displayed. The dialogue box shown below is displayed.



- 6 Enter the new value.
- 7 Click **OK**, and then **OK** again.

To print the list in the dialogue box right-click anywhere in the list and on the displayed menu click **Print this page**. It can also be saved to an HTML file, or inserted in an existing HTML file in a similar way.

4.4 Administer the System

The main task of administering a 963 system is to maintain the users. This involves adding new users, deleting users that are no longer required and dealing with users who have forgotten their password. However the task differs depending on whether the system is a secure system or not.

Administer a 963 System
Administer a Secure System

4.4.1 Administer a 963 System

The main task of administering a 963 system is to maintain the users. This involves adding new users, deleting users that are no longer required and dealing with users who have forgotten their password.

To perform the tasks required to administer a non-secure system you will suitable access rights.


Add a User
Backup the Databases
Change a User's Access Rights
Change a User's Password
Clear the Print Buffer
Delete a User
Delete Historic Records

Note that if 963 Secure is being used you should read the 'Administer a Secure System' section of this manual.

4.4.1.1 Add a User

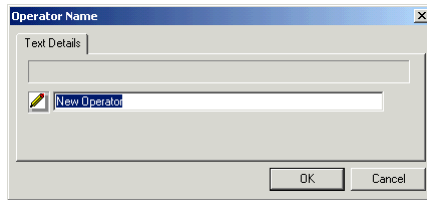
Once the 963 has been engineered, and each user set up, it may be necessary to add users to the system if for example someone new is employed, or now requires access.

To add a user:

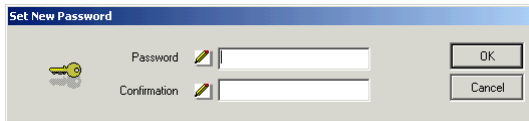
- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Users** to select the **User Display**.
- 3 Right-click the workgroup that contains the accesses right that are to be given to that user, and on the displayed menu click **Add User**. The **Operator name** dialogue box is displayed.

Note that a user can only be in one workgroup.

4.4.1.1 Add a User (Continued)



- 4 In the box enter the name of the user. Do not use an apostrophe in the username.
- 5 Click **OK**. The **Set New Password** dialogue box is displayed.



- 6 In the **Password** box enter the user's password.

It is recommended that the password be at least seven characters long, and contain a mixture upper and lower case characters, and use some numeric characters.

- 7 In the **Confirmation** box enter the new password.
- 8 Click **OK**. The user will be added to the selected workgroup.


The first time the user logs in they will be forced to change their password.

4.4.1.2 Backup the Databases

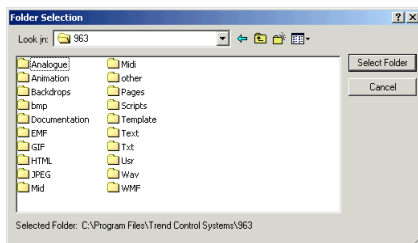
963's databases (s2.mdb, s2ActionScheduler.mdb, s2alarms.mdb, s2Comms.mdb, and s2DataLogger.mdb) can be manually backed up to ensure that data is secure. The databases are backed up to a specified directory and date and time-stamped.

After backing up databases in this way you may wish to delete historic records, as described in the 'Delete Historic Records' section of this manual, to reduce the size of the databases that are being used.

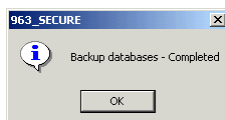
To backup the databases:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Alarms** to select the **Alarm Viewer**.
- 3 Click the **Setup** tab.
- 4 Click **Backup databases now**. The **Folder Selection** dialogue box is displayed.

4.4.1.2 Backup the Databases (Continued)



- 5 In the **folder list** click the folder into which the backed up files are to be placed. To select a folder in a different location, click the drive, or folder in the **Look in** box that contains the required folder, and double-click on the folders in the **folder list** until required folder is displayed.
- 6 Click **Select folder**. A dialogue box asking for confirmation of the backup is displayed.
- 7 Click **Yes**. The databases will now be backed up to the specified location. Once the process is complete the dialogue box shown below is displayed.




- 8 Click **OK**

4.4.1.3 Change a User's Access Rights

Once the 963 has been engineered, and each user's access rights set up, it may be necessary to change the access rights for a particular user. Unfortunately it is not possible to do this directly because a user's access rights are determined by the workgroup that they are in. It is possible to edit the workgroup to change the access rights, however this will assign the new access rights to all users in the workgroup, and should only be done if the access rights of all the users in the workgroup are to be changed. If this is not possible the only way to change the access rights for a particular person is to move the user into a different workgroup.


To move a user into a different workgroup:

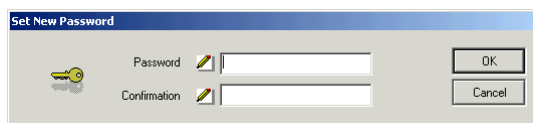
- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Users** to select the **User Display**.
- 3 Navigate down the tree structure in the **Navigator** to display the required user.
- 4 Click the user that is to be moved, and choose drag it to the required workgroup.
- 5 Release the mouse button.

4.4.1.4 Change a User's Password

963 Lite and 963 Server allow a user's password to be changed without the need to know the old one. This is useful if for example a user has forgotten his/her password. If a user's password is changed in this way the next time they log in they will be forced to change their password to ensure that it is only known to them.

To change a user's password:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Users** to select the **User Display**.
- 3 Right-click the user whose password is to be changed, and on the displayed menu click **Change Password**, or on the **User** menu click **Change Password**. The **Set New Password** dialogue box is displayed.



- 4 In the **Password** box enter the user's new password.

It is recommended that the password be at least seven characters long, and contain a mixture upper and lower case characters, and use some numeric characters.

- 5 In the **Confirmation** box enter the new password.
- 6 Click **OK**.


Note that a user can change their own password as described in the 'Change Your Password' section of this manual.

4.4.1.5 Clear the Print Buffer

Alarms that are waiting to be printed are stored in the print buffer. If for some reason 963 has been unable to print out the alarms e.g. printer is faulty you may wish to clear the buffer to prevent lots of alarms being printed.

Caution this will mean that alarms in the buffer will not be printed.


To clear the print buffer:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Users** to select the **User Display**.
- 3 Click the **Setup** tab.
- 4 Click **Clear all print buffer**.

4.4.1.6 Delete a User

963 Lite and 963 Server allow a user to be deleted if they are no longer required, e.g. the person leaves, or no longer requires access to the 963.

To delete a user:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Users** to select the **User Display**.
- 3 Right-click the user that is to be deleted, and on the displayed menu click **Delete**. This displays a dialogue box asking for confirmation.
- 4 Click **Yes**.


Caution: at least one user must be left in a workgroup that provides full access rights.

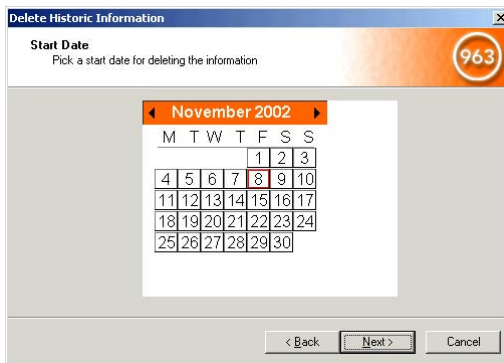
4.4.1.7 Delete Historic Records





It is possible to manually delete historic records from the 963 databases (s2.mdb, s2ActionScheduler.mdb, s2alarms.mdb, s2Comms.mdb, and s2DataLogger.mdb) to reduce size and improve system performance. Deleting historic records enables data to be removed from the databases for a specified data range.

Caution before deleting historic records you should back up the databases, as described in the 'Backup the Databases' section of this manual to ensure that a complete audit trail is available in the future.

To delete the historic records:

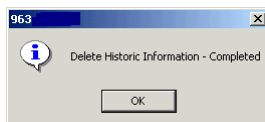
- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Alarms** to select the **Alarm Viewer**.
- 3 Click the **Setup** tab.
- 4 Click **Delete Historic Records**. A dialogue box asking for confirmation of the deletion is displayed.
- 5 Click **Yes**. The **Delete Historic Information** dialogue box is displayed.
- 6 Click **Next >**. The dialogue box changes as shown below.



- 7 Specify first date of the range of historic records to be deleted by using  and  to select the required month and year, and then clicking the day in the calendar that is displayed.
- 8 Click **Next >**. The dialogue box changes to enable the end date to be specified.
- 9 Specify last date of the range of historic records to be deleted by using  and  to select the required month and year, and then clicking the day in the calendar that is displayed.
- 10 Click **Finish**. A dialogue box asking for confirmation is displayed.

4.4.1.7 Delete Historic Records (Continued)

- 11 Click **Yes**. The specified records will now be deleted. Once the process is complete the dialogue box shown below is displayed.



- 12 Click **OK**.

4.4.2 Administer a Secure System

The main task of administering a 963 Secure system is to maintain the users. This involves adding new users, expiring users that are no longer required, and dealing with users who have locked themselves out, or forgotten their password. It will also involve maintaining the databases to ensure that they are backed up regularly, and do not become too large.

To perform the tasks required to administer a secure system you will need to be a member of the 'System Administrator' workgroup.

- Add a User
- Backup the Databases
- Change a User's Access Rights
- Change a User's Password
- Clear the Print Buffer
- Delete Historic Records
- Expire a User
- Unlock a System Administrator
- Unlock a User

As a system administrator you may also have the responsibility of checking the audit trail of changes that have been made by other users. This job does not require system administrator rights, and can be carried out by any user.

4.4.1.1 Add a User

Once 963 Secure has been engineered, and each user set up, it may be necessary to add users to the system if for example someone new is employed or now requires access.

When deciding on the password, It is recommended that passwords have the following attributes:

- Be at least seven characters long.

- Use a mixture of upper and lower case characters, e.g. A and a.


- Use some numeric characters, e.g. IlikeFruit7.

- Be significantly different from previously used passwords.

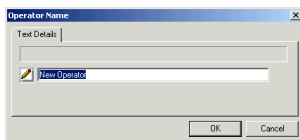
- Should not use common or guessable names associated with yourself, e.g. love or your partner's name.

Note that you will not be able to re-use a password, or use one that has been used by another user.

To add a user:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Right-click the workgroup that contains the access rights that are to be given to that user, and on the displayed menu click **Add User**. The **Operator name** dialogue box is displayed.

Note that a user can only be in one workgroup.



- 4 In the box enter the name of the user. Do not use an apostrophe in the username.
- 5 Click **OK**. The **Set New Password** dialogue box is displayed.



- 6 In the **Password** box enter the user's password.
- 7 In the **Confirmation** box enter the new password.
- 8 Click **OK**. The user will be added to the selected workgroup.


The first time the user logs in they will be forced to change their password.

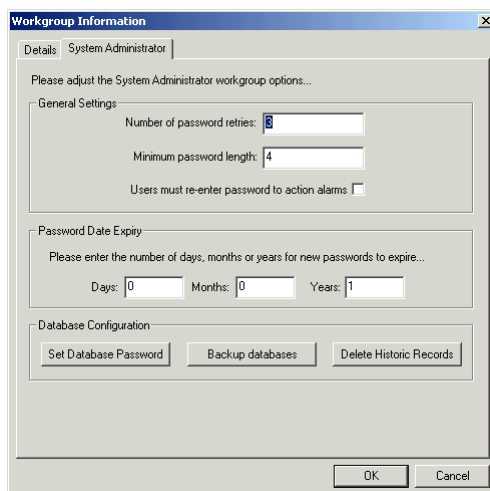
4.4.1.2 Backup the Databases

963's databases (s2.mdb, s2ActionScheduler.mdb, s2alarms.mdb, s2Comms.mdb, and s2DataLogger.mdb) can be manually backed up to ensure that data is secure. The databases are backed up to a specified directory and date and time-stamped.

After backing up databases in this way you may wish to delete historic records, as described in the 'Delete Historic Records' section of this manual, to reduce the size of the databases that are being used.

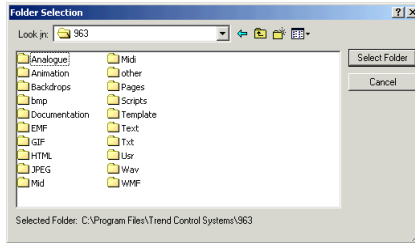
To backup the databases:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Right-click the **System Administrator** workgroup, and on the displayed menu click **Properties**. The **Workgroup Information** dialogue box is displayed.
- 4 Click the **System Administrator** tab. The dialogue box changes, as shown below.

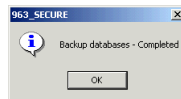


- 5 Click **Backup databases**. The **Folder Selection** dialogue box is displayed.

4.4.1.2 Backup the Databases (Continued)



- 6 In the **folder list** click the folder into which the backed up files are to be placed. To select a folder in a different location, click the drive, or folder in the **Look in** box that contains the required folder, and double-click the folders in the **folder list** until required folder is displayed.
- 7 Click **Select folder**. A dialogue box asking for confirmation of the backup is displayed.
- 8 Click **Yes**. The databases will now be backed up to the specified location. Once the process is complete the dialogue box shown below is displayed.




- 9 Click '**OK**'.

4.4.1.3 Change a User's Access Rights

Once 963 has been engineered and each user's access rights set up, it may be necessary to change the access rights for a particular user. Unfortunately it is not possible to do this directly because a user's access rights are determined by the workgroup that they are in. It is possible to edit the workgroup to change the access rights. However, this will assign the new access rights to all users in the workgroup, and should only be done if the access rights of all the users in the workgroup are to be changed. If this is not possible the only way to change the access rights for a particular person is to move the user into a different workgroup.

To move a user into a different workgroup:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu** click **Users** to select the **User Display**.
- 3 Navigate down the tree structure in the **Navigator** to display the required user.
- 4 Click the user that is to be moved, and choose drag it to the required workgroup.
- 5 Release the mouse button.

4.4.1.4 Change a User's Password


It is possible to change a user's password without the need to know the old one. This is useful if a user has forgotten his/her password. When deciding on the password, It is recommended that passwords have the following attributes:

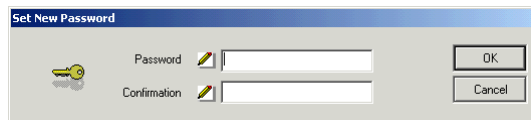
- Be at least seven characters long.
- Use a mixture of upper and lower case characters, e.g. A and a.
- Use some numeric characters, e.g. IlikeFruit7.
- Be significantly different from previously used passwords.
- Should not use common or guessable names associated with yourself, e.g. love or your partner's name.

Note that you will not be able to re-use a password, or use one that has been used by another user.

If a user's password is changed in this way, the next time they log in they will be forced to change their password to ensure that only they know it.

To change a user's password:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Double-click the workgroup containing the user whose password is to be changed.
- 4 Right-click the user whose password is to be changed, and on the displayed menu click **Change Password**. The **Set New Password** dialogue box is displayed.



- 5 In the **Password** box enter the user's new password.
- 6 in the **Confirmation** box enter the new password
- 7 Click **OK**.

Note that a user can change their own password as described in the 'Change Your Password' section of this manual.


Caution do not change the user's password using Microsoft Access.

4.4.1.5 Clear the Print Buffer

Alarms that are waiting to be printed are stored in the print buffer. If for some reason 963 has been unable to print out the alarms e.g. printer is faulty you may wish to clear the buffer to prevent lots of alarms being printed.

Caution this will mean that alarms in the buffer will not be printed.

To clear the print buffer:


- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Click the **Setup** tab.
- 4 Click **Clear all print buffer**.

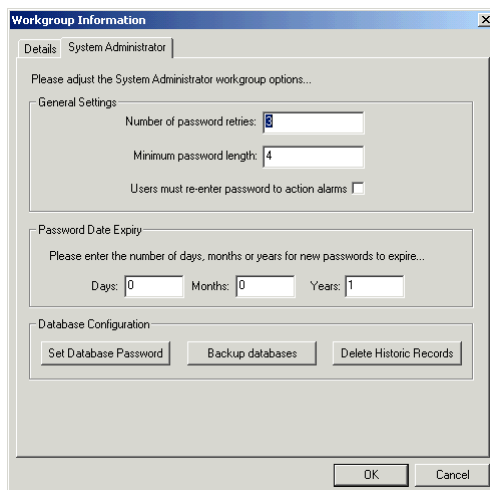
4.4.1.6 Delete Historic Records

It is possible to manually delete historic records from the 963 databases (s2.mdb, s2ActionScheduler.mdb, s2alarms.mdb, s2Comms.mdb, and s2DataLogger.mdb) to reduce size and improve system performance. Deleting historic records enables data to be removed from the databases for a specified data range.

Caution before deleting historic records you should back up the databases, as described in the 'Backup the Databases' section of this manual to ensure that a complete audit trail is available in the future.

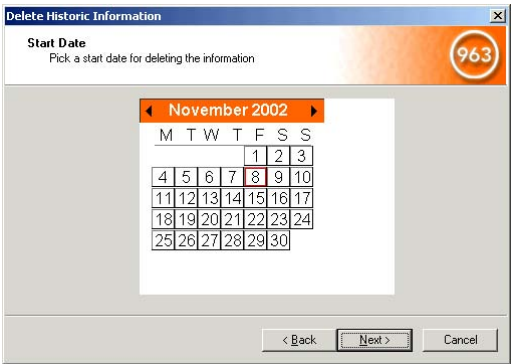
To delete the historic records:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Right-click the 'System Administrator' workgroup, and on the displayed menu click **Properties**. The **Workgroup Information** dialogue box is displayed.
- 4 Click the **System Administrator** tab. The dialogue box changes, as shown below.

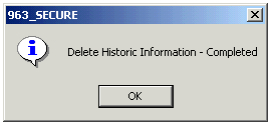


- 5 Click **Delete Historic Records**. A dialogue box asking for confirmation of the deletion is displayed.
- 6 Click **Yes**. The **Delete Historic Information** dialogue box is displayed.
- 7 Click **Next >**. The dialogue box changes as shown below.

4.4.1.6 Delete Historic Records (Continued)



- 8 Specify first date in range by selecting the required month, and the year from the boxes, and then clicking the day in the calendar that is displayed.
- 9 Click **Next >**. The dialogue box changes to enable the end date to be specified.
- 10 Specify last date in range by selecting the required month, and the year from the boxes, and then clicking the day in the calendar that is displayed.
- 11 Click **Finish**. A dialogue box asking for confirmation is displayed.
- 12 Click **Yes**. The specified records will now be deleted. Once the process is complete the dialogue box shown below is displayed.




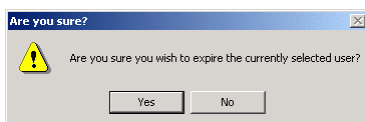
- 13 Click **OK**.

4.4.1.7 Expire a User

To ensure that a complete audit trail is available it is not possible to delete users. Therefore if a user is no longer required, e.g. the person leaves or no longer requires access to 963 they must be expired to ensure that they can no longer log in to the system. Once a user has been expired, they can never be unexpired.

To expire a user:

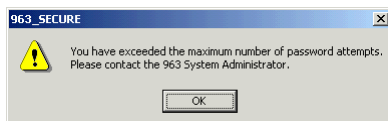
- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Double-click the workgroup containing the user that is to be expired.
- 4 Right-click the user that is to be expired, and on the displayed menu click **Expire User**. The **Are you sure?** dialogue box is displayed.



- 5 Click **Yes**.

4.4.1.8 Unlock a User

If a user incorrectly enters their password more than the maximum number of times specified they will be locked out of the 963 (locked), and will be unable to log in. 963 Secure will display the dialogue box shown below to the user.




The following icon in the **Navigator** in **User Display** indicates a locked user.



Only a user in the 'System Administrator' group can unlock locked users.

To unlock a user:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Users** to select the **User Display**.

4.4.1.8 Unlock a User (Continued)

- 3 Double-click the workgroup containing the locked user.
- 4 Right-click the locked user, and on the displayed menu click **Unlock User**. The **Set New Password** dialogue box is displayed.



- 5 In the **Password** box enter the new password.

It is recommended that the password be at least seven characters long, and contain a mixture of upper and lower case characters, and use some numeric characters.

- 6 In the **Confirmation** box enter the new password.
- 7 Click **OK**.

Note that if a user is unlocked, the next time they log in, they will be forced to change their password to ensure that it is only known to them.

4.4.1.9 Unlock a System Administrator


If a system administrator user incorrectly enters their password more than the maximum number of times specified, they will be locked out of 963 (locked), and will be unable to log in.

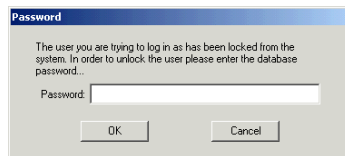
To unlock a system administrator:

- 1 Log in as a user in the 'System Administrator' workgroup as described in the 'Log In' section of this manual.

If all the users in the 'System Administrator' workgroup are locked it will not be possible to log in as anyone with enough authority to unlock user therefore you should go directly to step (2).

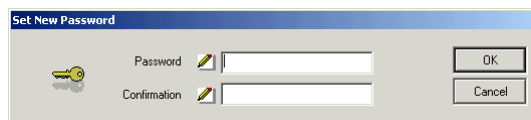


- 2 Click  or on the **Mode menu click Users** to select the **User Display**.
- 3 Double-click the System Administrator workgroup.
- 4 Right-click the locked user and on the displayed menu click **Unlock User**. The **Password** dialogue box is displayed.



If a database password has not been set up a warning message is displayed click **OK** to display the **Set New Password** dialogue box and go to step (7).

- 5 In the **Password** box enter the database password. When deciding on the password it is recommended that the password be at least seven characters long, and contain a mixture upper and lower case characters, and use some numeric characters.
- 6 Click **OK**. The **Set New Password** dialogue box is displayed.



- 7 In the **Password** box enter the new password.
- 8 In the **Confirmation** box enter the new password.
- 9 Click **OK**.

Note that if a user is unlocked, the next time they log in, they will be forced to change their password to ensure that it is only known to them.

4.5 Close 963

Because 963 is a supervisor that is handling alarms, and may be accessed remotely at any time by a client (963 Server only) it should be left running all the time. However it can be shut down.

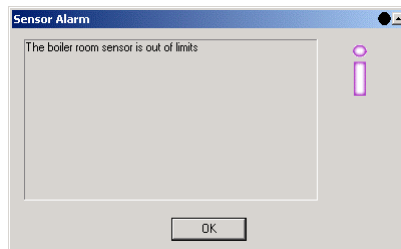
To close 963:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 On the **File** menu click **Exit**, or click {bmc IMG00056.bmp. A dialogue box asking if you are sure you want to close 963 is displayed.
- 3 Click **Yes**.

Note that not all users will be able to close 963.


4.6 Collapse Message Boxes

When certain events occur the 963 will display a message box similar to the one below to alert the user.



The indicator at in the message boxes title bar will false between two colours when the data in the box has been updated. If the message box is left on the screen it can be collapsed so that it takes up less room.

To collapse a message box:

- 1 Click . The message box will be collapsed as shown below.




To expand a message box:

- 1 Click .


4.7 Configure Controllers

963 allows access to configuration mode on IQ System devices. Once in this mode, simple adjustments can be made to the strategy. When in configuration mode, 963 is effectively converted into a terminal, all the screen prompts originate from the controller, and all keyboard inputs are sent to the outstation when the 'Enter' key is pressed. Configuration mode for any IQ System device on the network that supports configuration mode can be accessed via the **Configuration Mode Display**, or from the **Device Viewer**. Buttons can also be set up on pages to provide access to configuration mode for a particular device.

To enter configuration mode from the Configuration Mode Display:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Config** to select the **Configuration Mode Display**.
- 3 Double-click the Lan containing the device for which configuration mode is required.
- 4 Click the device. Configuration mode on that device will now be open.
- 5 Configuration commands can be typed in on the keyboard. All the configuration information will be displayed in the configuration viewer.

To enter configuration mode from the Device Viewer:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Device Viewer** to select the **Device Viewer**.
- 3 Double-click the Lan containing the device for which configuration mode is required.
- 4 Right-click the device, and on the displayed menu click **Configuration Mode**. Configuration mode on that device will now be open.
- 5 Configuration commands can be typed in on the keyboard. All the configuration information will be displayed in the configuration viewer.

To enter configuration mode using a button:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Display the page containing the button.
- 3 Click the button or picture that provides access to the device's configuration mode. Configuration mode on that device will now be open.
- 4 Configuration commands can be typed in on the keyboard. All the configuration information will be displayed in the configuration viewer.

To enter configuration mode from a value:

- 1 Log in as described in the 'Log In' section of this manual.

4.7 Configure Controllers (Continued)

- 2 Display a page containing a value from the controller for which configuration mode is required.
- 3 Right-click the value and on the displayed menu click **IQ Configuration**. Configuration mode on that device will now be open.
- 4 Configuration commands can be typed in on the keyboard. All the configuration information will be displayed in the configuration viewer.

The system prompts the available functions; the upper case character in each prompt is the key to be used to select the function. Most functions also require an additional numeric value. To exit from any page of data and save any changes, made, press X+ENTER. To exit from any page of data and not save any changes made, press Q+ENTER. The commands are as explained in the IQ Configuration Reference Manual (90-1533) for IQ controllers.

If the top page of the configuration prompts (Type Sensor - etc.) is answered with an 'X' the outstation will exit the configuration mode. The outstation will continue with its real time control tasks whilst in configuration mode, but will NOT respond to other (non-configuration) communications. It is therefore very important that the user ensures that the outstation has exited the configuration mode BEFORE returning 963 to Supervisor mode. Sending more X+ENTER commands will cause no harm, so if in doubt, press X+ENTER before leaving the configuration mode. The Supervisor will return to normal mode when the outstation responds with 'Exit from Utility'. 963 automatically exits configuration mode if another display is selected.

Note that if a controller is left in configuration mode, it will timeout after 15 minutes.

4.8 Control Scripts



When a script file is running, the Script Controls dialogue box shown below is displayed shown below is displayed. It enables the running of script files to be enabled/disabled, or scripts that are running to be stopped, or paused.




The Script Controls dialogue is displayed whenever a script file is running so that the running of the script can be controlled. It can also be displayed at any time from the 963 Information Centre.

4.8 Control Scripts (Continued)

To enable/disable the running of script files:

- 1 Press **F1** to display the 963 Information Centre.
- 2 Click .
- 3 Click .

To stop script files that are running:

- 1 Click .

To pause script files that are running:


- 1 Click .

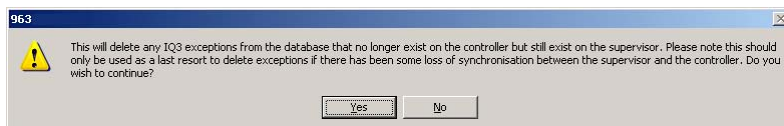
When script files are paused in this way, they will stop running but can be restarted.

4.9 Delete the Exception Cache

If the 963 attempts to delete exceptions from an IQ3 controller and it is unable to do so e.g. if the exception has already been deleted from the controller the exception cache will need to be deleted to synchronise the supervisor with the controller.

To delete the exception cache:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click **Delete IQ3 internal exception cache**.



- 5 Click **Yes**.

4.10 Display Alarm Panels

To display all active alarm panels:

- 1 On the **View** menu click **Show all alarm panels**.

4.11 Display a Graph

963 allows both compact and precision logs to be displayed as a graph. Each graph can contain up to 10 traces, and can show up to 1000 values on each trace.

When a compact log is requested the controller transmits the highest and lowest values in the log and every other value as a percentage of the range. This allows for rapid transmission of data and for very large numbers, but has an error of 1% of the range of values in the logging channel. This is the default when users click a sensor in 963.

When a precision log is requested the controller sends every value in the logging channel as an individual 6-digit number. This allows for great accuracy but a reduced range of values (999 999 to -99 999, or .00001 to -.00001). More importantly the transfer rate is much slower. For this reason users can limit the number of points retrieved for a full-precision log collection and should not use this method to collect 1-second logs. This method would always be the preferred method for meter readings as there is no loss of raw data.

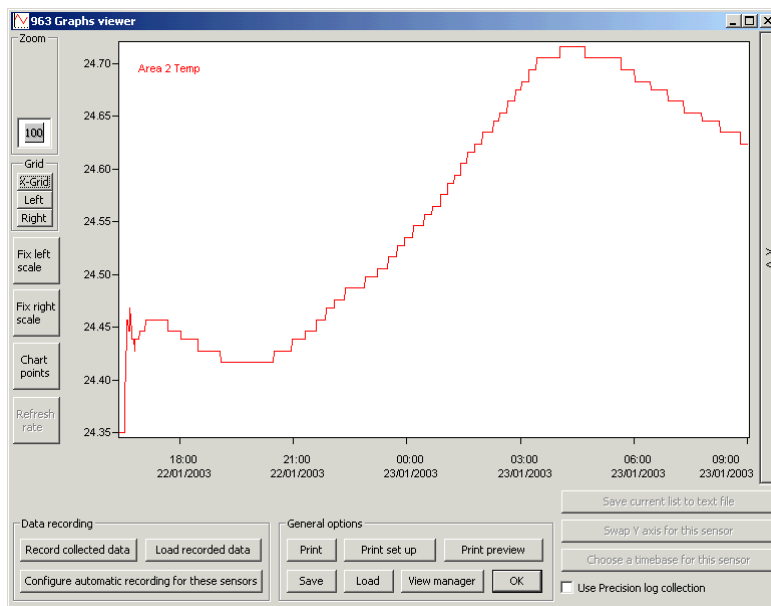
- Display a Chart
- Display a Compact Graph
- Display a Precision Graph
- Load a Graph Definition

4.11.1 Display a Compact Graph

963 allows compact logs in controllers to be displayed as a graph. Each graph can contain up to 10 traces, and can show up to 1000 values on each trace.

To display a compact graph from a schematic page:

- 1 Display the schematic page containing the value for which logged data is to be graphed as described in the 'Display a Schematic Page' section of this manual.
- 2 Click the value that is to be graphed. The graph is displayed.



To display a compact graph from the Device Viewer:

- 1 View the values that are to be graphed in the **Device Viewer** as described in the 'Display the Device Viewer' section of this manual.
- 2 Click the value(s) that are to be graphed. To select more than one, hold down the CTRL key, and click the required values, or drag the mouse over the required values.
- 3 Right-click one of the values and on the displayed menu click **Graph Point(s)**. The graph is displayed.

Clicking **OK** will close the graph. To view the time and the value click a point on the graph. If the sensor is being logged in the controller at more than one interval it is possible to specify which log is used.

4.11.1 Display a Compact Graph (Continued)

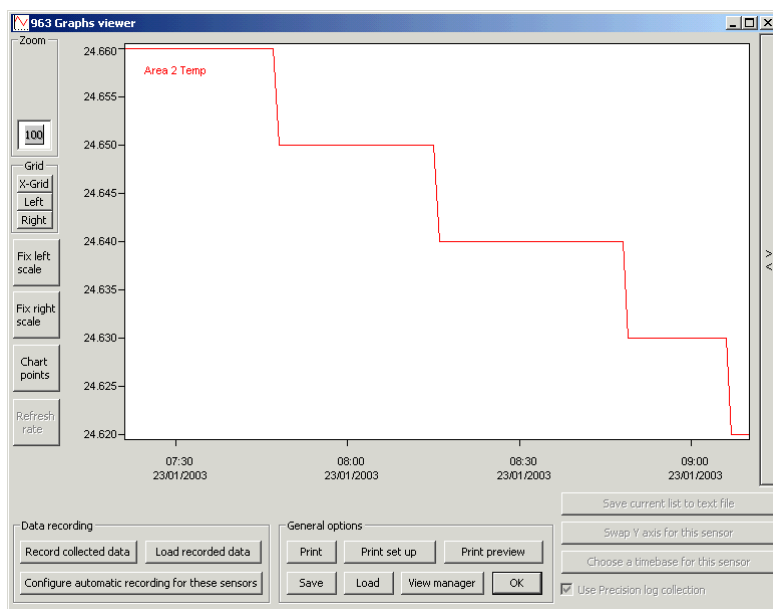
You can zoom in and out of the graph to make it easier to see the data, a grid can be displayed, and the scaling of the Y-axis can be fixed to allow graph traces to be compared. The Y-axis can be swapped, this means that sensors with similar values can be set to use the same Y-axis. If graph definitions have been set up they can be loaded when needed, or the existing graph definition can be saved as a graph definition. A graph can be printed, or the points of a particular trace displayed as a list of points. The graph's data can be saved to a text file allowing the data to be imported into a spreadsheet or other software package. Recorded graphs can be playedback. For more accurate values it is possible to display a full precision log by selecting the **Use Precision log collection** check box.

4.11.2 Display a Precision Graph

963 allows a precision graph to be displayed. Each graph can contain up to 10 traces, and can show up to 1000 values on each trace. Normally logged data from the controller will be sent in a compact format to save communications, however, to achieve this some accuracy is lost. Precision graphs ensure complete accuracy but take longer to receive.

To display a precision graph from a schematic page:

- 1 Display the schematic page containing the value for which logged data is to be graphed as described in the 'Display a Schematic Page' section of this manual.
- 2 Right-click the value that is to be graphed and on the displayed menu click **Collect full precision log graph(s)**, to display the graph.



To display a precision graph from the Device Viewer:

- 1 View the values that are to be graphed in the **Device Viewer** as described in the 'Display the Device Viewer' section of this manual.
- 2 Click the value(s) that are to be graphed. To select more than one, hold down the CTRL key, and click the required values, or drag the mouse over the required values.
- 3 Right-click one of the values and on the displayed menu click **Collect full precision log graph(s)**. The graph is displayed.

4.11.2 Display a Precision Graph (Continued)

Clicking **OK** will close the graph. To view the time and the value click a point on the graph. You can zoom in and out of the graph to make it easier to see the data, a grid can be displayed, and the scaling of the Y-axis can be fixed to allow graph traces to be compared. The Y-axis can be swapped, this means that sensors with similar values can be set to use the same Y-axis. If graph definitions have been set up they can be loaded when needed, or the existing graph definition can be saved as a graph definition. A graph can be printed, or the points of a particular trace displayed as a list of points. The graph's data can be saved to a text file allowing the data to be imported into a spreadsheet or other software package. Recorded graphs can be playedback.

4.11.3 Display a Chart

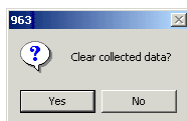
963 allows a chart of values from a controller to be displayed.

To chart values:

- 1 Display the page containing the button that enables the chart to be displayed as described in the 'Display a Schematic Page' section of this manual.
- 2 Click the button or graphic that displays the required chart.

Or

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click **Chart points**. The dialogue box shown below will be displayed.



- 3 Click **Yes** if the existing data is to be cleared before the charted data is displayed, click **No** if charted data is to be added to the existing data.

The selected value(s) will now be charted at a refresh rate of 15s. The **Refresh rate** button has been added to the dialogue box.

Clicking **OK** will close the graph. The refresh rate of the chart can be changed can be changed. To view the time and the value click a point on the graph. You can zoom in and out of the graph to make it easier to see the data, a grid can be displayed, and the scaling of the Y-axis can be fixed to allow graph traces to be compared. The Y-axis can be swapped, this means that sensors with similar values can be set to use the same Y-axis. If graph definitions have been set up they can be loaded when needed, or the existing graph definition can be saved as a graph definition. A graph can be printed, or the points of a particular trace displayed as a list of points. The graph's data can be saved to a text file allowing the data to be imported into a spreadsheet or other software package. Recorded graphs can be playedback.

4.11.4 Load a Graph Definition

The specifications about which traces appear on a graph, how the grid etc is set up can be saved as a graph definition. These set ups can be loaded later, the set up of the graph is retained, but the latest data will be displayed. This saves time if there are graph traces that are viewed and analysed in the same way on a regular basis.

To load a graph definition:

- 1 Display the page containing the button that enables the graph definition to be loaded as described in the 'Display a Schematic Page' section of this manual.
- 2 Click the button or graphic that displays the required graph definition.

Or

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click **Load**. The **Please choose a graph definition** dialogue box is displayed.



If there are more than 500 graph set-ups available the <<500<< and >>500>> buttons will be enabled to provide access to the others.


- 3 Click the required graph definition in the list.
- 4 Click **OK**.

A graph definition can also be loaded from the **Device Viewer**.

To load a graph definition from the Device Viewer:

- 1 Log in as described in the 'Log In' section of this manual.

4.11.4 Load a Graph Definition (Continued)

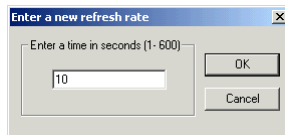
- 2 Click  or on the **Mode** menu click **Device Viewer** to select the **Device Viewer**.
- 3 Right-click in the right of the **Device Viewer**, and on the displayed menu click **Load a saved graph-setup**. The **Please choose a graph definition** dialogue box is displayed.
- 4 Click the required graph definition in the list.
- 5 Click **OK**.

4.11.5 Adjust a Chart's Refresh Rate

If value(s) are being charted the refresh rate of the chart can be specified.

To change the refresh rate:

- 1 Click **Refresh rate**. The **Enter a new refresh rate** dialogue box is displayed.



- 2 In the box enter the required refresh rate in seconds (range 1 to 600).
- 3 Click **OK**.

4.11.6 Display the Graph Data

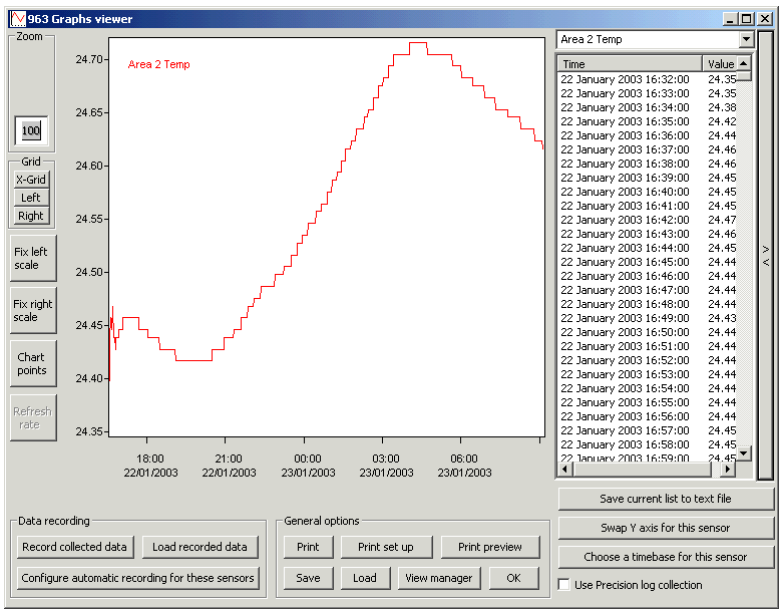
The co-ordinates of a graph trace can be displayed on the right of the 963 Graph Viewer. The list contains data for the specified trace.

To display the graph data:

1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.



2 Click . The co-ordinates are displayed.



3 Select the required trace from the list in the top right of the dialogue box.



The list of points can be saved to a text file. To hide the list click again.

4.11.7 Display a Grid on a Graph

963 can display a vertical and/or horizontal grid on any graph. When a horizontal grid is selected, the grid can be based on either the left, or right hand axis.

To display a horizontal grid:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click **Left** or **Right**, depending which axis is to be used for the grid.

To display a vertical grid:

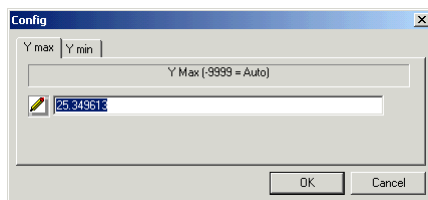
- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click **X-Grid**.

4.11.8 Fix the Scaling of the Y Axis

The scaling of the Y-axes can be fixed enabling easy comparison of graphs. When the scale of an axis is fixed if a value is outside the current range the axis will not be adjusted to plot the value.

To fix the scaling of the Y axis:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click either **Fix left scale** or **Fix right scale**, depending for which axis the scaling is to be fixed. The **Config** dialogue box is displayed.



- 3 Enter the maximum value for the axis in the text box.
- 4 Click the **Y min** tab.
- 5 In the box enter the minimum value for the axis.
- 6 Click **OK**.

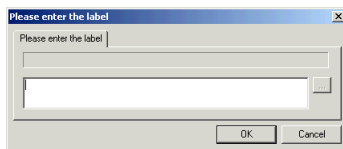
To return the axis to automatic scaling, set the Y max value to -1.

4.11.9 Save a Graph Definition

The specifications about which traces appear on a graph, how the grid etc is set up can be saved as a graph definition. These set ups can be loaded later, the set up of the graph is retained, but the latest data will be displayed. This saves time if there are graph traces that are viewed and analysed in the same way on a regular basis.

To save a graph definition:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Set up the traces, axis etc as required.
- 3 Once the graph is set up as required click **Save**. The **Enter a name for this graph configuration** dialogue box is displayed.



- 4 In the box enter the name for the graph definition. The name can be up to 255 characters long.
- 5 Click **OK**.

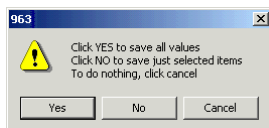
The sensor references, logging intervals, scaling, which axis for each sensor and charting mode (if selected) will be saved.

4.11.10 Save Graph Data as a Text File

The underlying data for a particular graph trace can be saved to a text file.

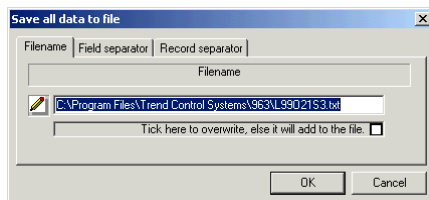
To save graph data as a text file:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 In the list in the top right click the required trace.
- 3 If only part of the data is to be saved select the required points. To select a range on points, hold down the SHIFT key, and click the first, and last points in the range. To select individual points, hold down the CTRL key, and click the required points.
- 4 Click **Save current list to text file**. The dialogue box shown below is displayed.



4.11.10 Save Graph Data as a Text File (Continued)

- 5 Click **Yes** to save all values, or **No** to save only those points selected in (3) above. If a compact graph is displayed a dialogue box indicating that there may be a small error in the data is displayed, click **Yes**. The **Save all data to file** dialogue box is displayed.



- 6 In the box enter the path and filename of the file to which the data is to be saved.
- 7 If you want an existing file of the same name to be overwritten select the **Tick here to overwrite, else it will add to the file** check box, otherwise the data will be added to the end of the file.
- 8 Click the **Field separator** tab.
- 9 Specify the character that is to separate the fields in each record in the text box.
- 10 Click the **Record separator** tab.
- 11 Specify the character that is to separate each record in the text box.
- 12 Click **OK**.

Tip: To enable the file to be opened directly in Excel change the file extension to CSV, and use a comma as the field separator, and a [CR] as the record separator.

4.11.11 Swap a Traces Y Axis

The Y-axis used by a particular trace can be swapped from left to right, or vice versa. This means that sensors with similar values can be set to use the same Y-axis.

To swap the Y axis for a particular trace:

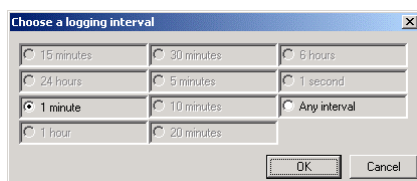
- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Select the trace for which the Y-axis is to be swapped for the list in the top right of the dialogue box.
- 3 Click **Swap Y axis for this sensor**.

4.11.12 Specify which Log is Used

If a sensor is being logged at different intervals in the IQ controller it is possible to specify which one of the logs is used for the graph.

To specify which log is used:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Select the required trace from the list in the top right of the dialogue box.
- 3 Click **Choose timebase for this sensor**. The **Choose a logging interval** dialogue box is displayed.



- 4 Click the required timebase.
- 5 Click **OK**.

4.12 Display a Points Window

If a Points Window has been associated with a particular dynamic object a window can be displayed listing all those points.

To display the points window:

- 1 Display the page containing the value for which a points windows is required.
- 2 Hold down the CTRL key and click the dynamic object.

4.13 Display a Schematic Page

This section of the manual describes how to access and use the 963's schematic pages. Most of the information presented to the user is displayed on schematic pages that have been set up. Clicking certain parts of the page will cause something to happen; exactly what happens is dependent on how the 963 is set up. When the mouse pointer is moved over a part of the screen that will do something it changes to a hand (☞). These areas of the screen will generally be obvious because of text that appears in, or next to them.


To display a schematic page:

- 1 Run 963 as described in the 'Run 963' section of this manual.
- 2 On the **User** menu click **Log in** to log in as described in the 'Log In' section of this manual.

4.13 Display a Schematic Page (Continued)

A schematic page may now be displayed if not got to (3) if one is displayed go to (4).



- 3 Click  or on the **Mode** menu click **Schematics** to select the **Schematic Page Display**.
- 4 Click the button or picture that displays the required page or double click on the page in the **Navigator**.

Once the page is displayed you will be able to view the information, clicking the different objects will enable you to perform different tasks the page display should make is clear what can be done. The table below lists the common tasks.

Adjust a Digital Value	Adjust a Module Parameter
Adjust a Timezone	Adjust an Analogue Value
Adjust Occupation Times	Backup the Databases
Backup the Databases	Basic Use
Change Your Password	Configure Controllers
Delete a Template	Display a Chart
Display a Compact Graph	Display a Points Window
Display a Precision Graph	Load a Graph Definition
Move from Page to Page	Playback a Recorded Page
Print a Page	Record a Schematic Page
Run a 963 Action	View Module Parameters
Zoom in and Out of a Schematic Page	

The page can be made to fit completely in the display area by right-clicking the page and on the displayed menu clicking **Fit to page**, or on the **Zoom** menu click **Fit to page**.

- 6 Log off when the use of 963 is finished.

4.14 Display a Schematic Page as a Popup

If a button has been configured to goto to another schematic page, the page can be displayed in a popup window.


To display a schematic page as a popup:

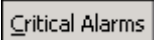
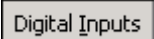

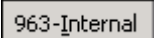




- 1 Display the page containing the button that provides access to the schematic page as described in the 'Display a Schematic Page' section of this manual.
- 2 Hold down the CTRL key and click the button.

4.15 Display the Device Viewer

The **Device Viewer** enables inputs, outputs, adjustments, timezones, and critical alarms from the selected part of the system to be displayed. (E.g. if the internetwork is selected, all values from the internetwork are displayed, and if a particular Lan is selected, only values from that Lan are displayed). The types of values displayed can be filtered by type (inputs, outputs, adjustments, timezones, and critical alarms). The list of values can be sorted by column (label, units, item, Lan, OS, or PIN Level).

To view a value:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Device Viewer** to select the **Device Viewer**.
- 3 Click the site, Lan, or device containing the values that are to be displayed.
- 4 Click one or more of the buttons to display those items.

<i>Icon</i>	<i>What is Displayed</i>
	Critical Alarms
	Digital Inputs
	Drivers
	Internal sensors (calculated MKT values)
	Knobs
	Sensors
	Switches
	Time Zones

- 5 If the display is to be filtered further enter the required search string into the **Search** box, and click **Search->**. Previously used searches are remembered, and can be selected from the list in the **Search** box.

The search string causes 963 to only display items in the **Device Viewer** whose label matches the search string. An asterisk '*' can be used as a wildcard, to specify any number of any characters.

- 6 Sort the values by clicking the appropriate column heading, either by label, units, item, Lan, OS, or PIN Level.

4.15 Display the Device Viewer (Continued)

Values with a red bell next to them are in an alarm condition, values with an open padlock can be adjusted, and values with a closed padlock are ones that cannot be adjusted. The alarm condition is shown next to the value e.g. '125.50 HIGH'.

Normally the values are updated every 30s, however they can be updated manually



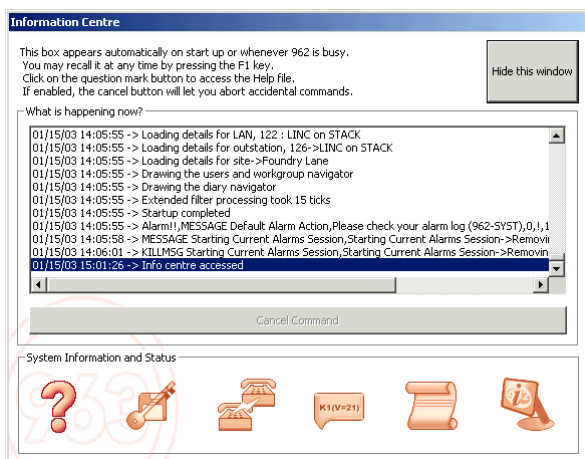
when required by clicking

Once the values have been displayed it is possible to display a compact graph, display a precision graph, display the mean kinetic temperature, insert the content into an HTML file, or print the list save the list to HTML.

7 Log off when the use of 963 is finished.

4.16 Display the Information Centre

Information about what 963 is currently doing is displayed in the Information Centre. It is displayed automatically whenever 963 is performing operations that take a long time or, it can be displayed manually.



To display the Information Centre manually:

- 1 On the **View** menu click **Information Centre**, or press F1.

To close the Information Centre:


- 1 Click **Hide this window**.

4.16 Display the Information Centre (Continued)

To stop the current 963 operation:

- 1 Click **Cancel Command**.

To access 963's help file:

- 1 Click .

4.17 Display the Mean Kinetic Temperature

If 963 Secure is being used the mean kinetic temperature for a sensor can be displayed calculated from the **Device Viewer** as required providing that the logged data is available.

To calculate the MKT value:

- 1 Display the required sensor in the **Device Viewer** as described in the 'Display the **Device Viewer**' section of this manual.
- 2 Right-click the sensor and on the displayed menu **Calculate MKT**. A dialogue box is displayed containing the MKT.

Note that the value calculated is not saved anywhere, if 963 is to store the result, a scheduled MKT calculation must be set up.

4.18 Drop a Line


If necessary a line can be dropped manually.

To drop a line:


- 1 Display the Remote Connection window as described in 'View Communications in the Remote Connection Window' section of this manual.
- 2 Click the line that is to be dropped.
- 3 Click **Drop selected line**.

4.19 Hide Alarm Panels

To hide the current alarm panel:

- 1 Click  on the alarm panel that is to be hidden.

To hide all alarm panels:

- 1 Click  on any alarm panel.

4.20 Hide the Main Toolbar

The **Main Toolbar** be hidden if required.


To hide the Main Toolbar:

- 1 On the **View** menu click **Main Toolbar**.

4.21 Hide the Navigator

The **Navigator** can be hidden if required.

To hide the Navigator:

- 1 Click , or on the **View** menu click **Navigator**.

4.22 Hide the Status Bar

The **Status Bar** can be hidden if required.

To hide the Status Bar:

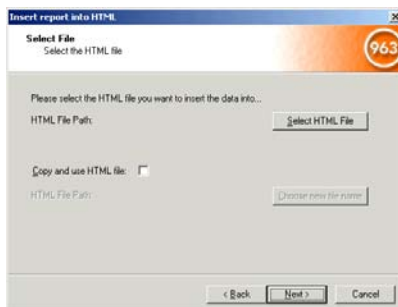
- 1 On the **View** menu click **Status Bar**.

4.23 Insert a List into an HTML File

A list can be inserted into an existing HTML file. This list can be a list of scheduled events, alarms, the **Device Viewer**, or timezones for a diary group.

To insert a list into an HTML file:

- 1 Create the HTML file into which the file is to be inserted. You must include a tag (e.g. <putmylisthere>) in the file at the location the list is to be inserted.
- 2 View the required list as described in the appropriate section of this manual.
- 3 Right-click anywhere on the list and on the displayed menu click **Insert into HTML**.
- 4 Click **Next**. The **Insert report into HTML** dialogue box is displayed.



4.23 Insert a List into an HTML File (Continued)

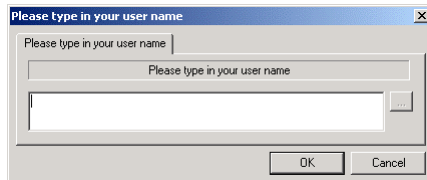
- 5 Click **Select HTML File** and navigate the required file HTML, and click it and click **Open**.
- 6 If you want to copy the specified file, and create a new file with the inserted data, select the **Copy and use HTML** file check box. Click **Choose new file name** and click the new file name in the dialogue box that is displayed, and click **Save**.
- 7 Click **'Next'**.
- 8 In the **Tag name** box enter the name of the tag that specifies where the list is to be inserted.
- 9 Click **Finish**.

4.24 Log In

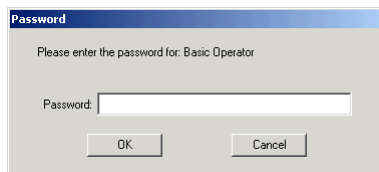
Before 963 can be used, it is necessary to log in so that 963 knows what information and facilities you are able to access.

To log in:

- 1 On the **User** menu click **Log in**. The **Please type in you username** dialogue box displayed.



- 2 In the box enter your username.
- 3 Click **OK**. The **Password** dialogue box is displayed.



- 4 In the **Password** box enter your password.

Note that passwords are case sensitive.

- 5 Click **OK**.

Note that a button may have been provided on the page that enables you to log in.

4.25 Log Off

Once use of 963 is finished, it is advisable to log off to prevent unauthorised changes being made.

To log off:

- 1 On the **User** menu click **Log off**.

Note that if left unattended for a period of time 963 may automatically log the current user off if it has been configured in this way.

It is recommended that after logging off, the computer be locked to prevent other people accessing the PC.

Note that a button may have been provided on the page that enables you to log off.

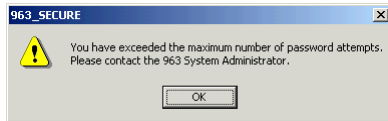
4.26 Manage Your User Account

As a user of 963, you will have a user account that allows you access to 963 and determines your access rights. To maintain system security, it is important that no one else knows your username, or password. Therefore, you should change your password to make sure that no one else knows it, and it is easy to remember. It is a good idea to regularly change your password to ensure no one else can log in as you. 963 Secure will force you to change you password at regular intervals, and you will not be able to reuse old passwords.

If you forget your password, you will be unable to log in to 963, and will be unable to change the password to another one. If this is the case you must see the person responsible for administering the system and ask them to change your password.

Note that with 963 Secure after the system administrator has changed your password, time first time you log in you will be forced to change your password so that it is no longer known by the system administrator.

If 963 Secure is being used, if you enter your password incorrectly a number of times your account will become locked and you will not be able to log in. 963 Secure will display the dialogue box shown below:



The following icon in the **Navigator** in **User Display** indicates a locked user.



If this happens, you must see the person responsible for administering the system and ask them to unlock your account. Your account could become locked because you have forgotten you password and entered it incorrectly. However, it may be that someone has tried to use your account without permission. If this case, you should inform the system administrator who may wish to assign you a different username.

4.26.1 Change Your Password

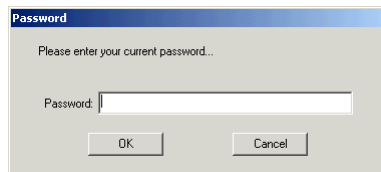
You can change your password; this may be required if someone else knows it or it is difficult to remember. When deciding on the password, it is recommended that it have the following attributes:

- Be at least seven characters long.
- Use a mixture of upper and lower case characters, e.g. A and a.
- Use some numeric characters, e.g. IlikeFruit7.
- Be significantly different from previously used passwords.
- Should not use common or guessable names associated with yourself, e.g. love or your partner's name.

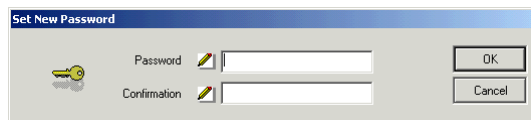
Note that you will not be able to re-use a password, or use one that has been used by another user.

To change your password:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 On the **User** menu click **Change password**. The '**Password**' dialogue box is displayed.



- 4 In the **Password** box enter your current password.
- 5 Click **OK**. The **Set New Password** dialogue box is displayed.



- 6 In the **Password** box enter your new password.

Note that passwords are case sensitive.

- 7 In the **Confirmation** box enter your new password.
- 8 Click **OK**. This displays a message confirming your password has been changed.
- 9 Click **OK**.

4.27 Move from Page to Page

Once you have accessed the schematic page display you can move from page to page as required.

To move from page to page:

- 1 Clicking the button that provides access to the required page. The button text or the graphic should make the button's function obvious.

As you move from page to page 963 keeps a record of the pages and enables you to move backwards and forwards through the pages. To do this on the **Navigation** menu click **Move backwards** or **Move forwards**, or right-click the page and on the displayed menu click **Move Forward** or **Move Backward**.

4.28 Move the Navigator

The **Navigator** can be moved to any position on the screen to suit individual requirements.

To move the Navigator:

- 1 Click the **Navigator** that is to be moved.
- 2 Drag it to the required position, and release the mouse button.

4.29 Move Toolbars

The toolbars in the 963 window can be moved to any position on the screen to suit individual requirements.


To move a toolbar:

- 1 Click the toolbar that is to be moved.
- 2 Drag it to the required position, and release the mouse button.

4.30 Mute an Alarm Panel

To mute the beep:



- 1 Click  on the alarm panel that is to be muted. Clicking the button again will cause the beep to be restarted.

4.31 Playback Recorded Information

Graphs, or pages that have been recorded by 963 can be played back when required, enabling historic data to be analysed.

Playback a Recorded Graph

Playback a Recorded Page

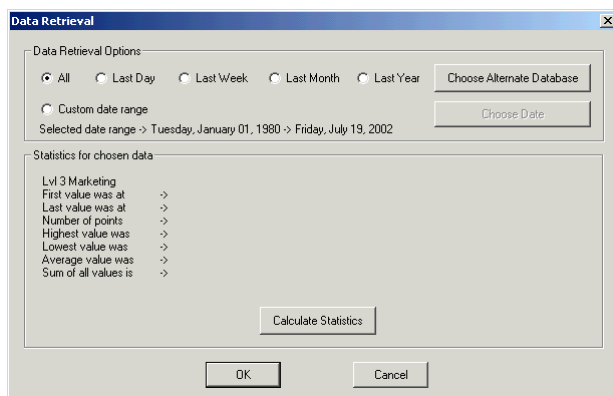
Data that has been recorded within controllers (sensor logs) can also be displayed in the form of a graph. See the 'Display a Graph' section of this manual for more details.

4.31.1 Playback a Recorded Graph

If data from a sensor logged in a controller has been recorded by 963 the recorded information can be graphed:

To graph recorded data:

- 1 Display a graph for which recorded data is to be displayed.
- 2 Click **Load recorded data**. The **Data retrieval** dialogue box is displayed.



- 3 Select **All**, **Last Day**, **Last Week**, **Last Month**, or **Last Year** to specify the required period. To specify a specific date range select **Custom Date Range**, click **Choose Date** to display another dialogue box and specify the start date for the date range. Click **Next** to specify the last date in the range and click **Finish**.
- 4 Click **OK**. The graph is displayed.

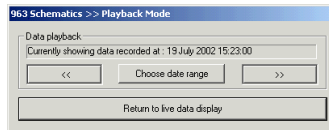
To display the next 1000 values click **Next 1000 points >>>**. To close the graph click **OK**.

4.31.2 Playback a Recorded Page

If a page has been recorded, it can be played back at any time.

To playback a recorded page:

- 1 Display the page that is to be recorded.
- 2 On the **Data Recording** menu click **View recorded data**, or right-click anywhere on the page and on the displayed menu point to **Data Recording** and click **View recorded data**. The **963 Schematics >> Playback Mode** dialogue box is displayed

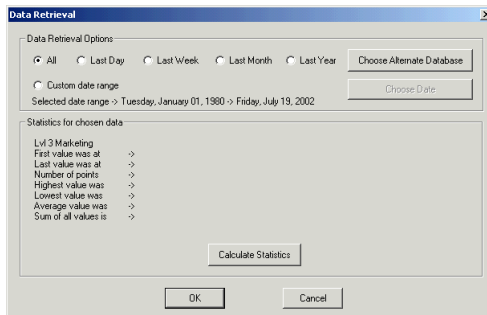


The page is now displaying the recorded data indicated in the dialogue box. Click >> to display the next set of recorded data, and << to display the previous set of data. To return to live data click **Return to live data display**.

A sub set of the data sets can be specified, i.e. If there is a year's worth of data it is possible restrict the data sets available by clicking >> and << to restrict the data to a particular week.

To specify a particular set of data:

- 1 Display the recorded page as described above.
- 2 Click **Choose date range**. The **Data retrieval** dialogue box is displayed.



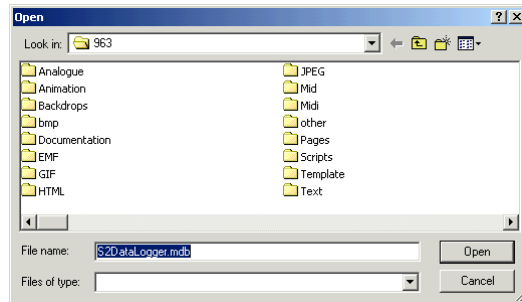
- 3 Select **All**, **Last Day**, **Last Week**, **Last Month**, or **Last Year** to specify the required period. To specify a specific date range select **Custom Date Range**, click **Choose Date** to display another dialogue box and specify the start date for the date range. Click **Next** to specify the last date in the range and click **Finish**.
- 3 Click **OK**.

4.31.3 Specify a Different Database

If data has been backed up into a different database it can be played back by specifying a different database.

To specify another database:

- 1 Once the recorded data is being displayed click **Choose date range**. The **Data retrieval** dialogue box is displayed.
- 2 Click **Choose Alternate Database**. The **Open** dialogue box is displayed.



- 3 In the **folder list** click the required database.

To select a database stored in a different location, click the drive or folder that contains the file in the **Look in** box, double-click the folders in the **folder list** until project is displayed.

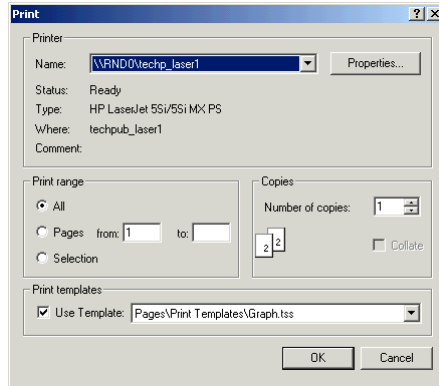
- 4 Click **Open**.

4.32 Printing

4.32.1 Print Alarm Priority Statistics

To print the alarm priority statistics:

- 1 View the Alarm Priority Statistics as described in the ‘View Alarm Priority Statistics’ section of this manual.
- 2 Click **Print**. The **Print** dialogue box will be displayed.



- 3 Select the required printer from the list.

Note that changing the actual printer from here will change the page printer used by 963 to print out pages, graphs, and alarm priority statistics.

- 4 Set up the printer as required.
- 5 In the **Number of copies** box enter the number of copies required.
- 6 If a print template is to be used select the **Use Template** check box, and click the required template in the list.


Note that if the print template changed the 963 will remember it, and that will be the template selected next time.

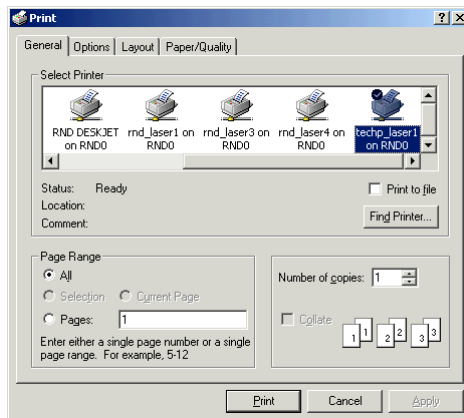
- 7 Click **OK**.

Clicking **Print Preview** will preview what will be printed.

4.32.2 Print a List of A Diary Group's Timezones

To print a list of a diary group's timezones:

- 1 Log in as described in the 'Log in' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group setup and status** tab.
- 4 Click the required diary group in the navigation structure.
- 5 Right-click the list of timezones, and on the displayed menu click **Print**. The **Print** dialogue box is displayed.



- 5 In the **Select Printer** box click the required printer.
- 6 Set up the printer as required.
- 7 In the **Number of copies** box enter the number of copies required.
- 8 Click **Print**.

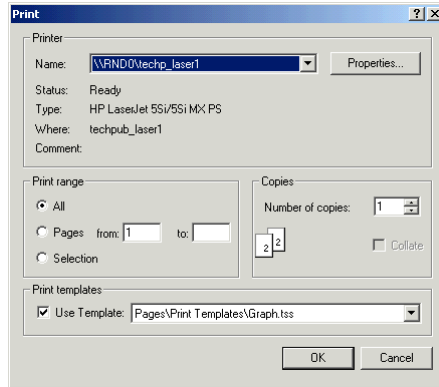
You can preview what will be printed by right-clicking the list, and on the displayed menu clicking **Print Preview**.

4.32.3 Print a Graph

963 can print out graphs to any Windows printer accessible to the PC running 963

To print a graph:

- 1 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 2 Click **Print**. The graph will be displayed in the print preview.
- 3 Click **Print**. The **Print** dialogue box will be displayed.



- 4 In the **Name** box click the required printer.

Note that changing the actual printer from here will change the page printer used by 963 to print out pages, graphs, and alarm priority statistics.

- 5 If necessary click **Properties** to set up the printer as required.
- 6 In the **Number of copies** box enter the number of copies required.
- 7 If a print template is to be used select the **Use Template** check box, and click the required template from the list.

Note that if the print template changed the 963 will remember it, and that will be the template selected next time.

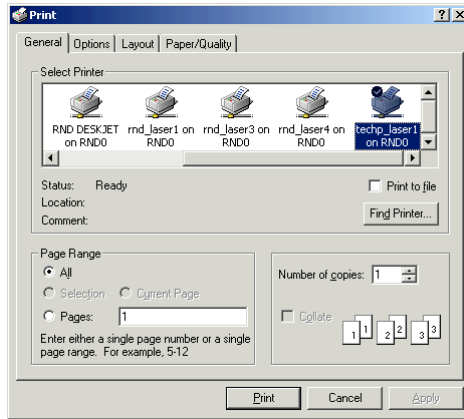
- 8 Click **OK**.

Clicking **Print Preview** will preview what will be printed.

4.32.4 Print a List of Alarms

To print the list of alarms:

- 1 View the Alarm History as described in the ‘View Alarm History’ section of this manual.
- 2 Right-click the list, and on the displayed menu click **Print**. The **Print** dialogue box is displayed.



- 5 In the **Select Printer** box click the required printer.
- 6 Set up the printer as required.
- 7 In the **Number of copies** box enter the number of copies required.
- 8 Click **Print**.

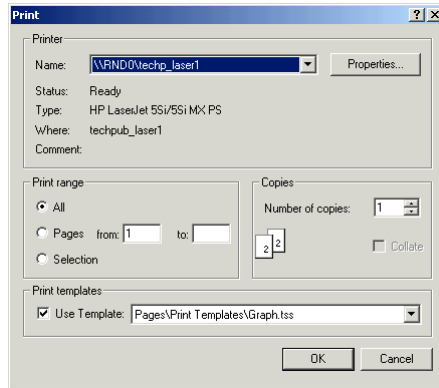
You can preview what will be printed by right-clicking the **Data Display**, and on the displayed menu click **Print Preview**.

4.32.5 Print a Page

963 can print out schematic pages to any Windows printer accessible to the PC running 963.

To print a page:

- 1 View the page as described in the 'Display a Schematic Page' section of this manual.
- 2 On the **File** menu point to **Print** and click **Print**, or right-click anywhere on the page and on the displayed menu point to **Print** and click **Print**. The **Print** dialogue box is displayed.



- 3 In the **Name** box click the required printer.

Note that changing the actual printer from here will change the page printer used by 963 to print out pages, graphs, and alarm priority statistics.

- 4 If necessary click **Properties** to set up the printer as required.
- 5 In the **Number of copies** box enter the number of copies required.
- 6 If a print template is to be used select the **Use Template** check box, and click the required template from the list.

Note that if the print template changed the 963 will remember it, and that will be the template selected next time.

- 7 Click **OK**.

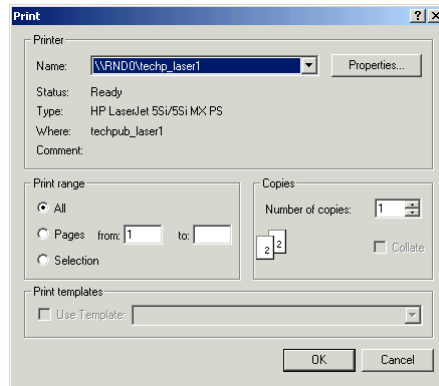
To preview what will be printed on the **File** menu point to **Print** and click **Print Preview**, or right-click the page, and on the displayed menu point to **Print** and click **Print Preview**.

4.32.6 Print the Calendar

963 can print out the contents the calendar.

To print the calendar:

- 1 View the required occupation times as described in the ‘View Occupation Times’ section of this manual.
- 2 Click **Display special days**.
- 3 Click **Print**. The **Print** dialogue box is displayed.



- 4 In the **Name** box click the required printer.
- 5 Set up the printer as required.
- 6 In the **Number of copies** box enter the number of copies required.
- 7 Click **Print**.

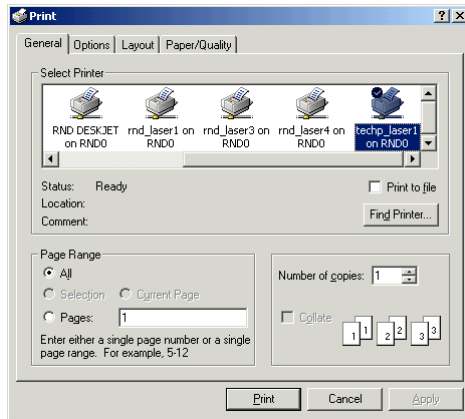
You can preview what will be printed by clicking **Print Preview**.

4.32.7 Print the Device Viewer

963 can print out the contents of the **Device Viewer** to any Windows printer accessible to the PC running 963.

To print the Device Viewer:

- 1 View the **Device Viewer** as described in the ‘View the Device Viewer’ section of this manual.
- 2 Right-click the **Data Display**, and on the displayed menu click **Print**. The **Print** dialogue box is displayed.



- 3 In the **Select Printer** box click the required printer.
- 4 Set up the printer as required.
- 5 In the **Number of copies** box enter the number of copies required.
- 6 Click **Print**.

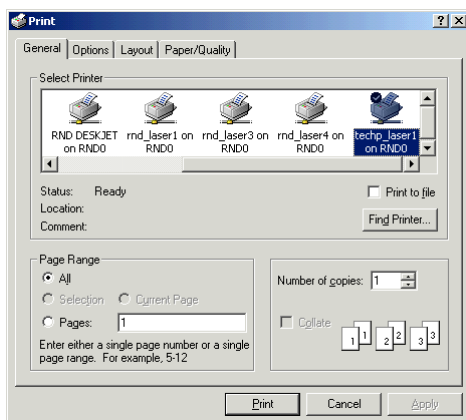
You can preview what will be printed by right-clicking the **Data Display**, and on the displayed menu click **Print Preview** from the menu that is displayed.

4.32.8 Print the Scheduled Events

963 can print out the scheduled events to any Windows printer accessible to the PC running 963.

To print the scheduled events:

- 1 View the Scheduled Events as described in the 'View Scheduled Events' section.
- 2 Right-click the **Data Display**, and on the displayed menu click **Print**. The **Print** dialogue box is displayed.



- 3 Select the required printer.
- 4 Set up the printer as required.
- 5 In the **Number of copies** box enter the number of copies required.
- 6 Click **Print**.

You can preview what will be printed by right-clicking the **Data Display**, and on the displayed menu clicking **Print Preview**.

4.33 Record Data

963 can record information from sensors being logged in the controllers, and store it in the data recording database (963datalogger.mdb) so that it can be viewed at a later date. It is possible to:

- Record a graph automatically
- Record a graph manually

It is also possible to record the data on a schematic page.

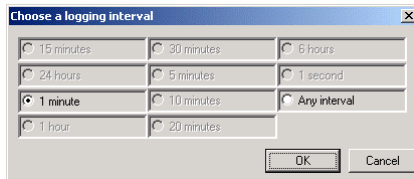
- Record a schematic page

4.33.1 Record a Graph Automatically

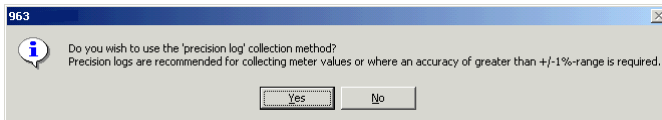
963 can automatically record data logged in controllers on the IQ system at specified intervals when the system is quiet (e.g. at night).

To record a graph automatically:

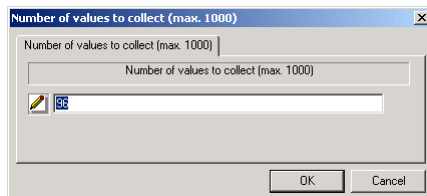
- 1 Ensure that the sensor whose data 963 is to record is being logged in the controller. This should be checked with the strategy designer if there is any uncertainty.
- 2 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 3 Click **Configure automatic recording for these sensors**. The **Choose a Logging Interval** dialogue box is displayed.



- 4 Select the logging interval that is to be used by clicking the required radio button.
- 5 Click **OK**. The dialogue box shown below is displayed.



- 6 Click **Yes** if precision logs are required otherwise click **No**. If precision logs where not specified go to (9), if they were the **Number of values to collect** dialogue box is displayed.



- 7 In the box enter the number of values that are to be collected each time the action is carried out (maximum value 1000).
- 8 Click **OK**.

4.33.1 Record a Graph Automatically (Continued)

- 9 In the **First event at** box enter the date and time when the data is to be first recorded in the following format:

dd/mm/yy hh:mm:ss

To specify the event to occur now, click **Now**.

- 10 If the recording is to be performed more than once, select the **Do you wish to repeat this action?** check box, and go to step (11). If the recording is to only be performed once, clear the **Do you wish to repeat this action?** check box, and go to step (14).
- 11 In the **Choose an interval** list click the interval at which the recording is to occur.
- 12 In the **..and how many times to repeat it** list click how many times recording is to occur.
- 13 If **Day** or **Week** was specified as the interval, specify the day(s) of the week recording is to occur. If **Day** was selected, all seven days can be selected. If **Week** was selected, only one day can be selected.
- 14 Click **Next**. The dialogue box shown below is displayed.

4.33.1 Record a Graph Automatically (Continued)

- 15 Check that the recording is set up correctly, and then click **Finish**.
- 16 Click **OK** to close the graph.

4.33.2 Record a Graph Manually

963 enables data logged in controllers on the IQ system to be recorded manually.

To record data manually:

- 1 Ensure that the sensor whose data 963 is to record is being logged in the controller. See the strategy designer about this if you are unsure.
- 2 Display either a compact graph, or a precision graph as described in the appropriate section of this manual.
- 3 Click **Record collected data**. The data displayed in the graph will be recorded.
- 4 Click **OK** to close the graph.

4.33.3 Record a Schematic Page

Recording schematic pages automatically enables 963 to record data at specified intervals preferably when the system is quiet (e.g. at night). The page is automatically loaded and the values collected from it. To ensure all data is collected 963 tests the values every 10 seconds to see if any are still waiting for data. It will repeat this cycle for 2 minutes before trying again. The number of times it tries to load the data is also adjustable. If ANY value on the page is still in a wait state or in an error state the recording is logged as failed and the point that caused the failure is reported.

To record a schematic page automatically:

- 1 Display the page that is to be recorded.
- 2 On the **Data Recording** menu click **Configure data recording**, or right-click anywhere on the page and on the displayed menu **Data Recording** click **Configure data recording**. The dialogue box shown below is displayed.

Step 1 of 2

Time settings - when to do it

First event at: 19/07/2002 15:46:30 Now

Do you wish to repeat this action? ☒

Choose an interval -> day

... and how many times to repeat it -> Unlimited (0)

... and on what week:days ->

Mo ☒ Tu ☒ We ☒ Th ☒ Fr ☒ Sa ☒ Su ☒

<< Go back Cancel Next >>

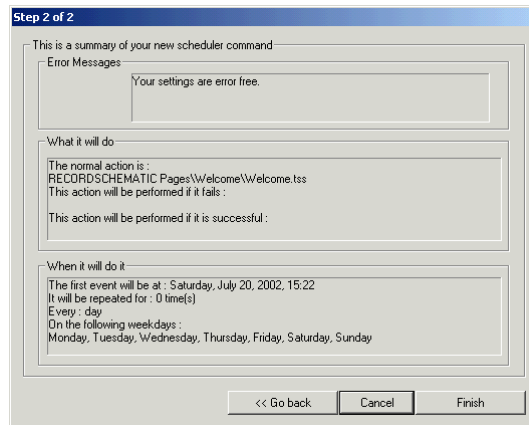
4.33.3 Record a Schematic Page (Continued)

- 3 In the **First event at** box specify when the data is to be first recorded by entering the date and time in the following format:

dd/mm/yy hh:mm:ss

To specify the event to occur now, click **Now**.

- 4 If the recording is to be performed more than once, select the **Do you wish to repeat this action?** check box, and go to step (5). If the recording is to only be performed once, clear the **Do you wish to repeat this action?** check box, and go to step (8).
- 5 In the **Choose an interval** list click the interval at which the recording is to occur.
- 6 In the **..and how many times to repeat it** list select how many times recording is to occur.
- 7 If **Day** or **Week** was specified as the interval, specify the day(s) of the week recording is to occur. If **Day** was selected, all seven days can be selected. If **Week** was selected, only one day can be selected.
- 8 Click **Next**. The dialogue box shown below is displayed.



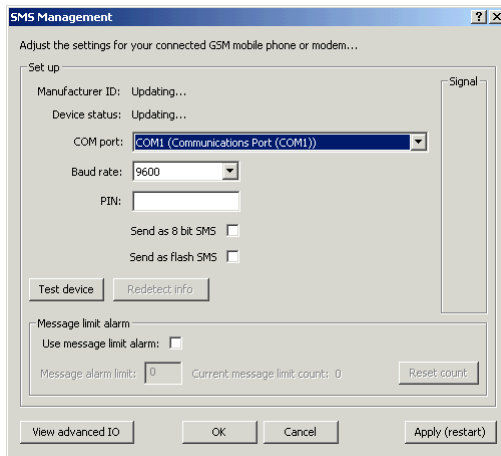
- 9 Check that the recording is set up correctly, and then click **Finish**.

4.34 Reset the Count of SMS Alarms

963 SMS Direct will generate an alarm when it has sent a specified number of SMS messages. The count of messages sent can be reset.

To reset the count of SMS alarms sent:

- 1 Run 963 and log on as someone with authority to configure SMS settings
- 2 On the **SMS** menu click **Properties**. The **SMS Management** dialogue box is displayed.



- 3 Click **Reset Count**.
- 4 Click **OK**.

4.35 Reset the Display

If the **Navigator**, **Main Toolbar**, **Status Bar** etc have been moved and hidden and cannot be located e.g. they have been moved off the screen it is possible to reset the display so that everything is visible.

To reset the display:

- 1 On the **View** menu click **Set view to default**, or press F12.

4.36 Resize the Navigator

If necessary the **Navigator** can be resized to provide a larger display area.

To resize the Navigator:

- 1 Click the border of the **Navigator**, hold down the left mouse button, and drag the edge of the **Navigator** to the required size.
- 2 Release the mouse button.

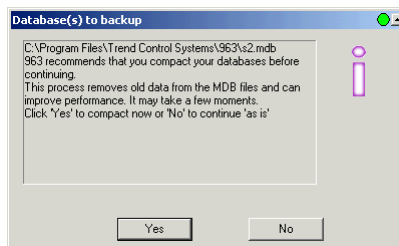
4.37 Run 963

963 can run in the same way as any Windows application, from the 'Start' menu, from a shortcut, or from the Taskbar. 963's installation process adds an option to run it from the 'Start' menu.

To run 963:

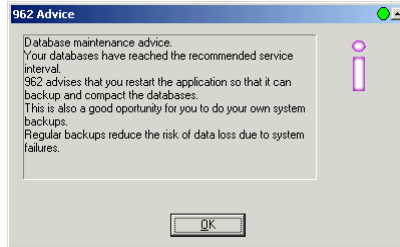
- 1 On the **Start** menu point to **Programs** and then point to **Trend Control Systems** and click **963**.

If 963 has been licenced, it will run up, if not a message indicating how many days you have left to evaluate the product will be displayed. As 963 starts it will check to see if the databases require compacting and backing up, if this is required, it will display the following message.



Click **Yes** to perform the back up and compact the database now, or to leave it until later click **No**. During normal operation 963 may display the following message, which indicates that the database requires compacting, and backing up.

4.37 Run 963 (Continued)



Click '**OK**' to remove the message from the screen, and restart 963 as soon as it is possible to do so.

4.38 Run a 963 Action


Most 963 actions can be run from a schematic page simply by clicking the appropriate button or graphic.

4.39 Run a Manual Alarm Action

Manual alarm actions enable a specific action to be run by the user when an alarm occurs. This gives the operator control over the display and prevents the situation where 963 is too busy jumping to pages for the user to interact with the rest of the system.

To run a manual alarm action:



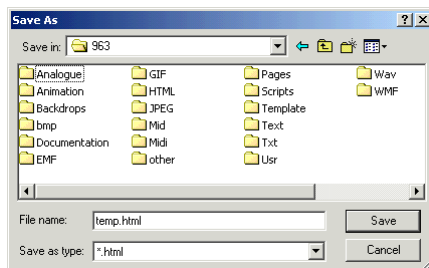
- 1 Click  in required alarm panel when it is displayed.

4.40 Save a List to HTML

A list can be saved to an HTML file. This list can be a list of scheduled events, alarms, the **Device Viewer**, or timezones for a diary group.

To save a list to an HTML file:

- 1 View the required list.
- 2 Right-click anywhere on the list and on the displayed menu **Save to HTML** from the list that is displayed. The **Save As** dialogue box is displayed.



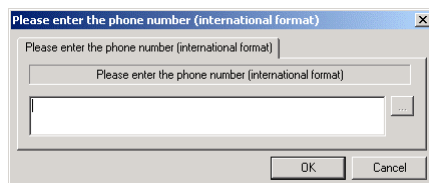
- 4 In the **File name** box enter the required file name. You can navigate to a different directory in the normal way.
- 5 Click **Save**.

4.41 Send an SMS Message

If 963 is licenced with SMS Direct it is possible to send an SMS (text) message to a GSM phone.

To send an SMS message:

- 1 On the **SMS** menu click **Send message**. The **Please enter the phone number (international format)** dialogue box is displayed.



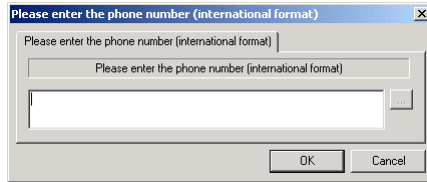
- 2 In the box enter the phone number to which the message is to be sent including the international code.

E.g.

+4401234567890

4.41 Send an SMS Message (Continued)

- 3 Click **OK**. The **Please enter your message** dialogue box is displayed.



- 4 IN the box enter the message.
5 Click **OK**. The message will be sent.


4.42 Setup Exception Templates

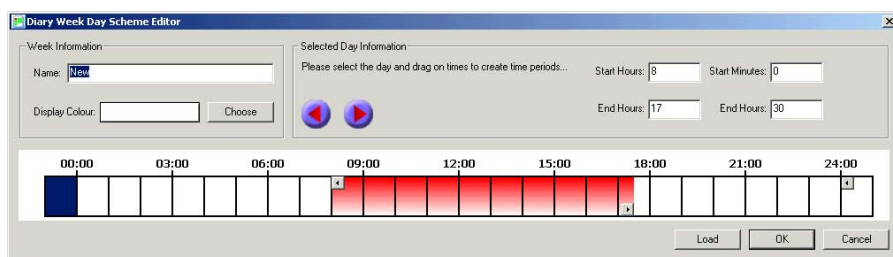
Exception templates enable times for exceptions to be predefined e.g. for bank holidays etc which can be used when adding an exception. The templates can either define occupation times for a single day (Special Day Templates), or for an entire week (Week Set Templates). This feature allows different occupation times to be set up for each day of the week. Each different Diary Group can contain its own exception templates, allowing the same name to be used within different groups, but defining different occupation times.


4.42.1 Add a Special Day Template

Day templates can be added to provide a template of occupation times for single day. It is also possible to import templates that have been previously created for other diary groups into a different diary group as described the 'Import Exception Templates' section of this manual.



To add a special day template:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group for which the special day template is to be added.
- 4 Select the **Time Schemes** tab.
- 5 Click **Display special days** option.
- 6 Click **New**. A dialogue box similar to the one shown below is displayed.



- 7 In the **Name** box enter the name for the template.
- 8 Specify the colour used to represent days that use these times by clicking **Choose** and selecting the required colour from the dialogue box that is displayed, and clicking **OK**.
- 9 Set up the operating times for the first period of occupancy as required by dragging each end of the bar to specify the times. To add another period click  and drag to the right, and then drag each end of the bar to specify the times.

To set occupation for the whole day, right-click the day and on the displayed menu click **On all day**. To set non-occupation for the whole day, right-click the day and on the displayed menu click **Off all day**.

The times can be specified by clicking the required period or using the   to select Monday, and right-clicking and on the displayed menu clicking **Next Period** or **Last Period**. The start and stop times for the period can then be specified by entering them in the **Start Hours**, **Start Minutes**, **Stop Hours**, and **Stop Minutes** boxes.

- 10 Repeat step (9) for the rest of the rest of the days in the week.

4.42.1 Add a Special Day Template (Continued)

Occupation times from one day can be copied and then pasted to another day, or the entire week, by right-clicking the day whose times are to be copied, on the displayed menu clicking **Copy Day**. Then right-click the day to which the times are to be pasted, and on the displayed menu click **Paste Day**. To paste the times to the entire week right-click and on the displayed menu click **Paste for week**, and to paste them just to the working week (Monday to Friday) week right-click and on the displayed menu click **Paste for working week**.

A single period can be copied by right-clicking it, and on the displayed menu clicking **Copy**, it can then be pasted where required in a similar way to pasting the entire day.

To set occupation for the entire week, right-click and choose '**On all week**' from the displayed menu. To set non-occupation for the entire week, right-click and choose and choose '**Off all week**' from the displayed menu.

Occupation times from the day can be copied so that they may be pasted into another day, by right-clicking, and on the displayed menu clicking **Copy Day**. The times for a period can also be copied by right-clicking the period, and on the displayed menu clicking **Copy**.

To paste times that have already been copied then right-click, and on the displayed menu click **Paste Day** from the menu to paste an entire day, or **Paste** to paste a single period.


Times can be loaded existing times as described in the 'Load Existing Times' section of this manual, or loaded from a controller as described in the 'Load Times From a Controller' section of this manual.

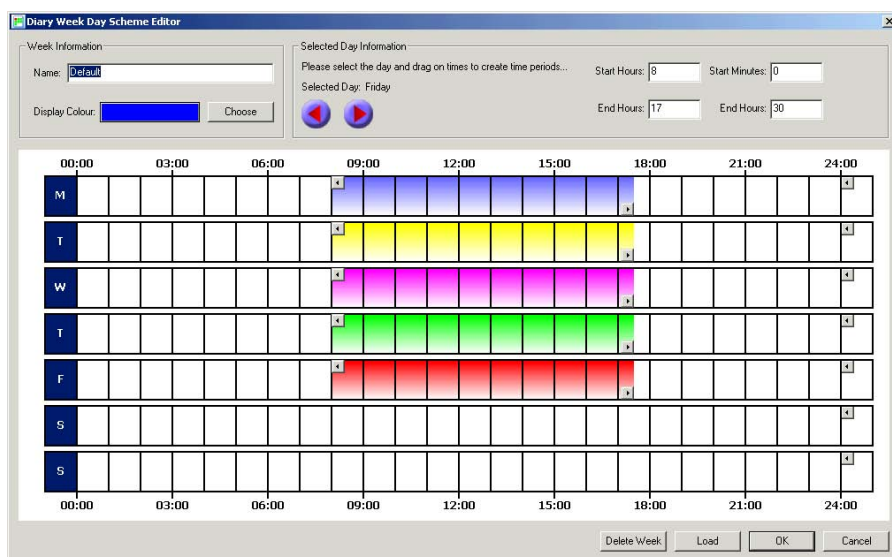
- 11 Once the occupation times are correctly set up, click **OK**. A dialogue box asking if you want to download the changes now or configure the scheduler to do it later is displayed, click the required option and then click **OK**.


4.42.2 Add a Week Set Template

Week set templates can be added to provide a template of occupation times for a weekly pattern. It is also possible to import templates that have been previously created for other diary groups into a different diary group as described the 'Import Exception Templates' section of this manual.

To add a week set template:


- 1 Log in.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group for which the week set template is to be added.
- 4 Select the **Time Schemes** tab.
- 5 Click **Display week sets**.
- 6 Click **New**. The **Diary Week Time Scheme Editor** dialogue box is displayed.



- 7 In the **Name** box enter the name for the template.
- 8 Specify the colour used to represent days that use these times by clicking **Choose** and selecting the required colour from the dialogue box that is displayed, and clicking **OK**.
- 9 Set up the operating times for the first period of occupancy on Monday as required by dragging each end of the bar to specify the times. To add another period click  and drag to the right, and then drag each end of the bar to specify the times.

4.42.2 Add a Week Set Template (Continued)

To set occupation for the whole day, right-click the day and on the displayed menu **On all day**. To set non-occupation for the whole day, right-click the day and on the displayed click **Off all day** from the displayed menu.

The times can be specified by clicking the required period or using the  to select Monday, and right-clicking and on the displayed menu **Next Period** or **Last Period** from the menu. The start and stop times for the period can then be specified by entering them in the **Start Hours**, **Start Minutes**, **Stop Hours**, and **Stop Minutes** boxes.

10 Repeat step (9) for the rest of the rest of the days in the week.

Occupation times from one day can be copied and then pasted to another day, or the entire week, by right-clicking the day whose times are to be copied, on the displayed menu clicking **Copy Day**. Then right-clicking the day to which the times are to be pasted, and on the displayed menu clicking **Paste Day**. To paste the times to the entire week right-click and on the displayed menu click **Paste for week**, and to paste them just to the working week (Monday to Friday) week right-click and on the displayed menu click **Paste for working week**.

A single period can be copied by right-clicking it, and on the displayed menu clicking **Copy**, it can then be pasted where required in a similar way to pasting the entire day.

To set occupation for the entire week, right-click and on the displayed menu **On all week**. To set non-occupation for the entire week, right-click and choose and on the displayed menu **Off all week**.


Times can be loaded existing times as described in the 'Load Existing Times' section of this manual, or loaded from a controller as described in the 'Load Times From a Controller' section of this manual.

11 Once the occupation times are correctly set up, click **OK**. A dialogue box asking if you want to download the changes now or configure the scheduler to do it later is displayed, click the required option and then click **OK**.

4.42.3 Delete a Template

Unused templates can be deleted.

To delete a template:


- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group containing the template is to be deleted.
- 4 Click the **Time Schemes** tab.
- 5 Click **Display special days** or **Display week sets** as required.
- 6 Click the template that is to be deleted.
- 7 Click **Delete**. A dialogue box is displayed asking for confirmation of the deletion.
- 8 Click **Yes**.

Note that if you try to delete the template currently supplying the normal occupation times you will be prompted to select another template.

4.42.4 Edit a Template

Once created a template can be edited to adjust the times, change the colour that represents it, or its name.

To edit a template:


- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the diary group containing the template is to be edited.
- 4 Click the **Time Schemes** tab.
- 5 Click **Display special days** or **Display week sets** as required.
- 6 Click the template that is to be edited.
- 7 Click **Edit**.
- 8 Edit the template as required.
- 9 Once the template is set up as required click **OK**.

A single day of a week set template can be edited by selecting the template as described above and then instead of clicking **Edit** double-click the times for the required day in the **Times for selected scheme** list. This will display a dialogue box that enables just that day to be edited. Special day templates can also be edited in this way.

4.42.5 Import Exception Templates

Exception the templates created in one diary group can be imported into another diary group.

To import exception templates:

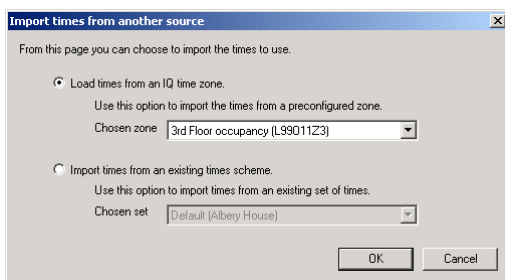
- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode menu click Diary** to select the **Diary Display**.
- 3 Click the diary group for which the exception template is to be imported.
- 4 Click the **Time Schemes** tab.
- 5 Click **Display week sets** or **Display special days** depending on whether you want to import a week set template, or a day template.
- 6 Click **Import week sets/special days**. A dialogue box is displayed that enables the diary group containing the templates that are to be imported is displayed.
- 7 Click the required diary group.
- 8 Click **OK**. A dialogue box asking for confirmation is displayed.
- 9 Click **Yes**.

4.42.6 Load Existing Times

Times from another template can be loaded.

To load existing times from another template:

- 1 When the **Diary Week Day Scheme Editor** is displayed, click **Load The Import Times from another Source** dialogue box shown below is displayed.



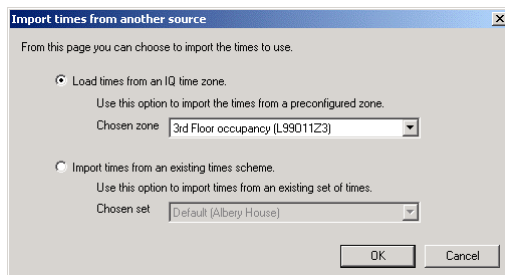
- 2 Click **Import Times from an existing times scheme**.
- 3 In the **Chosen set** box click the template whose times are to be used from the list.
- 4 Click **OK**.

4.42.7 Load Times From a Controller

Times from a timezone in an IQ controller can be loaded.

To load times from a controller:

- 1 When the **Diary Week Day Scheme Editor** is displayed, click **Load**. The **Import Times from another Source** dialogue box is displayed.



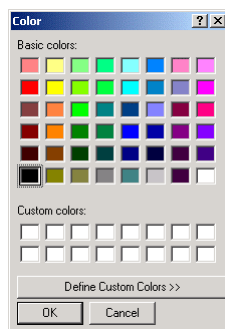
- 2 Click **Load times from an IQ time zone**.
- 3 In the **Chosen zone** box click the timezone whose times are to be used from the list.
- 4 Click **OK**.

4.43 Specify the Colour Used for a Day's Periods

The colour used to represent the periods in the **Diary Week Day Scheme Editor**, and the colour used when to indicate the selected period can be specified.

To specify the colour used for a day's periods:

- 1 When the **Diary Week Day Scheme Editor** is displayed, right-click the day, and on the displayed menu click **Choose Colour**. The **Color** dialogue box is displayed.



4.43 Specify the Colour Used for a Day's Periods (Continued)





- 3 Click the required colour. To use a custom colour click **Define Custom Colors>>**.
- 4 Click **OK**.

To specify the colour used to indicate which period is selected repeat the process above, but on the displayed menu click **Choose Selection Colour**.

4.44 View Alarms

963 indicates when an alarm has been received from the IQ System by flashing the alarm icon, other actions may have been engineered.

Alarms are shown as they arrive on the 'Incoming Alarms' tab of the **Alarm Viewer**. This list stores the last 100 alarms. After alarms have been processed, they will appear in the 'Alarm History' tab. In both of the lists icons indicate whether or not an alarm has been actioned by a user. Colours are used to indicate whether the alarm is a set alarm or a cleared alarm. A red bell indicates a set alarm, and a green bell indicates a cleared alarm. If the alarm has been actioned by the user the bell will appear with a tick over it. The table below shows the different icons.

Icon	Description
	Set alarm that has not been actioned.
	Set alarm that has been actioned.
	Cleared alarm that has not been actioned.
	Cleared alarm that has been actioned.

The Alarm History is colour coded to indicate whether or not the alarm is current. Red indicates that the alarm is current, and green indicates that the alarm has cleared.

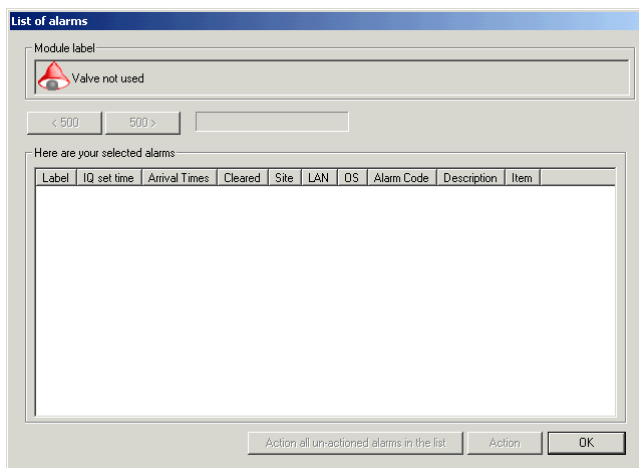
There are a number of different ways in which alarms can be viewed:

- View Alarms for a Particular Point
- View Incoming Alarms
- View Alarm History
- View Alarms for an Alarm Panel
- View Alarm Priority Statistics
- View an Audit Trail
- View the Current Value

4.44.1 View Alarms for a Particular Point

To view alarms for a particular point:

- 1 Display the page containing the point, or display the required point in the **Device Viewer**.
- 2 Right-click the point for which alarms are to be viewed, and on the displayed menu **List of alarms**. A dialogue box similar to the one shown below will be displayed listing all the alarms that have occurred for that point.



If there are more than 500 alarms for the point <<500<< and >>500>> buttons will be enabled to provide access to the others.

- 3 To close the window click **OK**.


The alarms can be actioned by clicking the alarm to select it, and then clicking **Action**. All alarms can be actioned by clicking **Action all un-actioned alarms in the list**.

The list in the dialogue box can be printed by right-clicking anywhere in the list, and on the displayed menu clicking **Print this page**. It can also be saved to an HTML file, or inserted in an existing HTML file in a similar way.

4.44.2 View Incoming Alarms

Alarms are shown as they arrive on the 'Incoming Alarms' tab of the **Alarm Viewer**. This list stores the last 100 alarms.

To view incoming alarms:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Alarms** to select the **Alarm Viewer**.
- 3 Click the **Incoming Alarms** tab.

More information about a particular alarm can be displayed by clicking the alarm. This will display a balloon containing information about the alarm, moving the mouse will cause the balloon to disappear.


If the text does not fit in the column, the column can be resized by dragging the edge to the correct size. The alarms can be sorted by any of the columns in the display by clicking that column. Clicking **Clear List** will clear the list.

*Note that the **Device Viewer** provides an indication of any value on the system in an alarm condition. See the 'Display the Device Viewer' section of this manual.*

4.44.3 View Alarm History

Once alarms have been processed they will appear on the 'Alarm History' tab of the **Alarm Viewer**. This list stores the all the alarms in the database that have been processed whether or not they have been actioned by the user. The alarms can be viewed in chronological order or a summary view that provides a count for each alarm type.

To view alarm history:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Alarms** to select the **Alarm Viewer**.
- 3 Click the **Alarm History** tab.
- 4 Click **Chronological View** option, or the '**Summary View** as required.
- 5 In the **Show** box click **All**, **Current Alarms**, **Alarms Requiring Actioning** or **Historic Actioned Alarms** to select what alarms are to be viewed.

<i>Alarm</i>	<i>Description</i>
All	All alarms that have been processed
Current Alarms	Any alarm not cleared.
Alarms Requiring Actioning	Alarms which the user has not yet actioned.
Historic Actioned Alarms	Cleared alarms that have been actioned.

4.44.3 View Alarm History (Continued)

- 6 If the **Chronological View** has been selected, select the required date range from the **date range** box. To specify a specific date range select **Custom**, click **Choose** to display another dialogue box and specify the start date for the date range. Now click **Next**, to specify the last date in the range and click **Finish**.
- 7 Select the alarm filter for which alarms are to be viewed from the **Navigator**.
- 8 If required use the quick filter to locate the required alarm, select the required field in the **Search this field** box, enter the required search text in the **for this text** box, and click **GO**. Click **Reset** to reset the search.

More information about a particular alarm can be displayed by clicking the alarm. This will display a balloon containing information about the alarm, moving the mouse will cause the balloon to disappear.

To view all the occurrences of a particular alarm double-click the alarm to display a dialogue box similar to the one for acknowledging alarms from an alarm panel, which the alarms to be acknowledged etc.

If the text does not fit in the column, the column can be resized by dragging the edge to the correct size. The alarms can be sorted by any of the columns in the display by clicking that column. The list can be refreshed by clicking '**New Alarms – Click To Refresh**'.

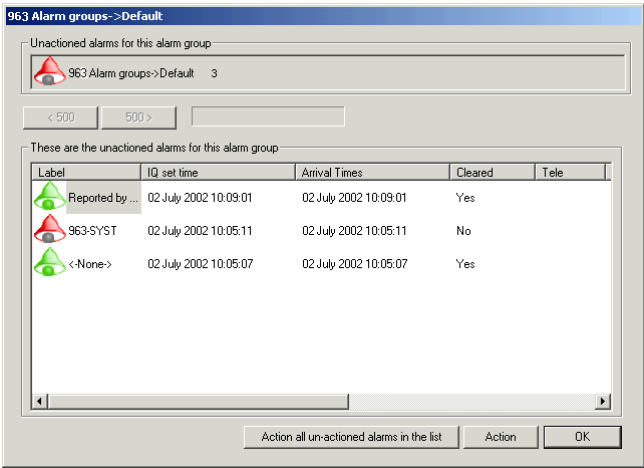
*Note that the **Device Viewer** provides an indication of any value on the system in an alarm condition. See the 'Display the Device Viewer' section of this manual.*

4.44.4 View Alarms for an Alarm Panel

To view alarms for a particular alarm panel:



- 1 Click . A dialogue box similar to the one shown below will be displayed listing all the alarms that have activated the alarm panel.




If there are more than 500 alarms for the point <<500<< and >>500>> buttons will be enabled to provide access to the others.

- 2 To close the window click **OK**.

The list in the dialogue box can be printed by right-clicking anywhere in the list, and on the displayed menu clicking **Print**. It can also be saved to an HTML file, or inserted in an existing HTML file in a similar way.

4.44.5 View Alarm Priority Statistics

To alarm priority statistics:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Alarms** to select the **Alarm Viewer**.
- 3 Click the **Alarm Priority Statistics** tab.
- 4 Select the required type of chart form the list.
- 5 Click **Refresh**.
- 6 Format the display as required. Any item on the chart can be move be clicking it to select it, and then dragging it to the required location, or resized by clicking one of the handles once it has been selected, and dragging the handle to resize the object as required. If a 3D Bar chart is selected the viewing angle can be adjusted by holding down the CTRL key and moving the mouse to adjust the angle.

The chart can be printed by clicking **Print**.

4.44.6 View an Audit Trail

963 Secure will automatically keep track of changes to certain aspects of the 963 as an audit trail. The audit trail lists what action was performed, when it was performed, and who did it, to provide easy traceability for all changes to the system.

To view an audit trail:

- 1 Display the item for which an audit trail is required.
- 2 Right-click the item for which an audit trail is required, and on the displayed menu click **Show audit info for this item**. A dialogue box similar to the one shown below is displayed.

View as Points					
lineIndex	siteID	lineID	outstationID	pointRef	connectionString
2259	-1	-1	-1	-1	
2301	-1	-1	-1	-1	
2312	-1	-1	-1	-1	
2313	-1	-1	-1	-1	
2315	-1	-1	-1	-1	
2316	-1	-1	-1	-1	
2321	-1	-1	-1	-1	
2670	-1	-1	-1	-1	
2671	-1	-1	-1	-1	
2673	-1	-1	-1	-1	
2677	-1	-1	-1	-1	
2678	-1	-1	-1	-1	
2680	-1	-1	-1	-1	
2683	-1	-1	-1	-1	
2702	-1	-1	-1	-1	
2707	-1	-1	-1	-1	
2712	-1	-1	-1	-1	
2720	-1	-1	-1	-1	
2723	-1	-1	-1	-1	
2725	-1	-1	-1	-1	
2728	-1	-1	-1	-1	
2772	-1	-1	-1	-1	
2777	-1	-1	-1	-1	
2782	-1	-1	-1	-1	
2783	-1	-1	-1	-1	
2787	-1	-1	-1	-1	
2729	-1	-1	-1	-1	

4.44.6 View an Audit Trail (Continued)

If there are more than 500 entries for the item <<500<< and >>500>> buttons will be enabled to provide access to the others.

- 4 To close the window click **OK**.

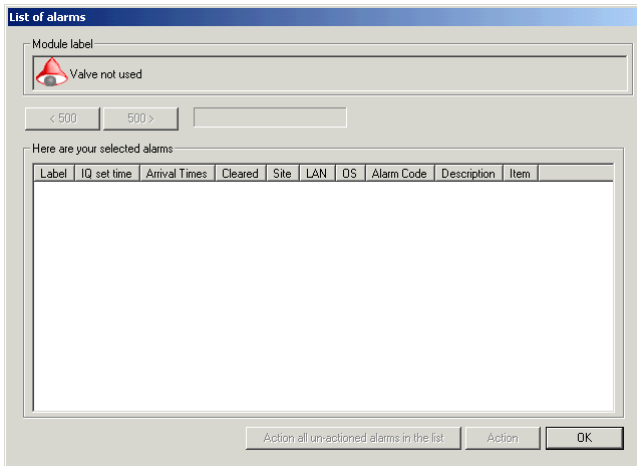
To print the list right-click anywhere in the list, and on the displayed menu **Print this page**. The list can also be saved to an HTML, or inserted in an HTML file in a similar way.

Note that this feature is only available in 963 Secure.

4.44.7 View the Current Value

To view the current value:

- 1 Display the Alarm History, or view the Incoming Alarms list as described in the appropriate section of this manual.
- 2 Right-click the alarm for which the current value is required and choose '**View live status of item**' from the menu that is displayed. The value will be displayed in a window similar the one shown below.



- 3 To close the window click **OK**.

To print the list right-click anywhere in the list and on the displayed menu click **Print this page**.

Note that this is only possible on alarms from module parameters.

4.45 View Communications Information

Information about the communications in and out of 963 it can be easily viewed:

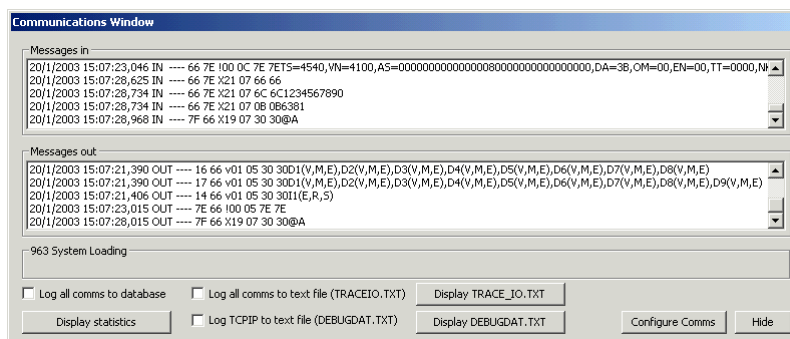
View communications in the **Communications Window**.

View communications in the **Remote Connection Window**.

View SMS Activity


4.45.1 View Communications in the Communications Window

The **Communications Window** is shown below. The communications into the 963 are shown in the top box, and communications out of the 963 in the lower box.



To display the Communications window:

1 Log in as described in the 'Log In' section of this manual.

2 Click .

Or

1 Log in as described in the 'Log In' section of this manual.

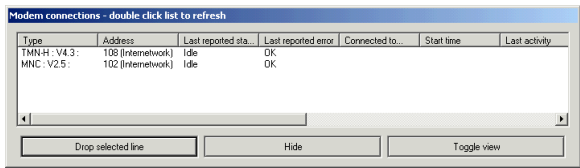
2 Press F1 to display the **963 Information Centre**.

3 Click .



To close the window click **Hide**.

4.45.2 View Communications in the Remote Connection Window



The **Remote Connection Window** is shown below. It displays the address, type, and status of each autodialling device on the network, and any direct TCP/IP connection that is being used.



To display the **Remote Connection window**:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  .

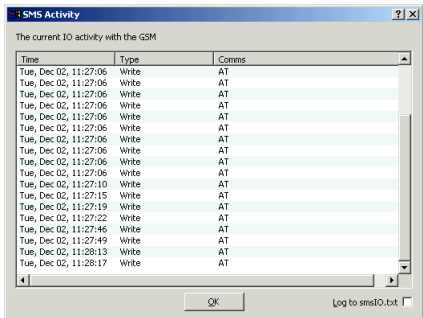
Or

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Press F1 to display the **963 Information Centre**.
- 3 Click   .

The **Remote Connection Window** normally displays information about autodialled connections, however, it is possible change the contents of the window by clicking **Toggle view** to show information about TCP/IP connections, or a combination of both. The next time the window is displayed it will appear in the selected state. To close the window click **Hide**.


4.45.3 View SMS Activity

The **SMS Activity Window** is shown below. It displays the communications activity between 963 and the GSM phone or modem. It indicates the time of the communication, the type, and the message.




4.45.3 View SMS Activity (Continued)

To display the Remote Connection window:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click .

Or

- 1 Log in as described in the 'Log In' section of this manual.
- 2 On the **SMS menu click Properties**. The **SMS Management** is displayed.
- 3 Click **View advanced IO**.

To close the window click .

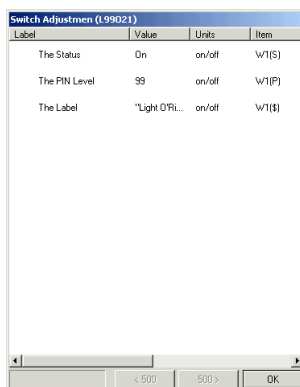
If required the SMS activity can be logged to a text file as described in the 'Log SMS Activity' section of the 963 Engineering Manual.

4.46 View Module Parameters

Parameters of the configuration modules within particular IQ controllers directly from a schematic page or the **Device Viewer** can be viewed.

To view module parameters:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Display a page containing a value from the controllers whose configuration parameters are to be adjusted as described in the 'Display a Schematic Page' section of this manual.
- 3 Right-click the value, and on the displayed menu click **Edit Item**. The dialogue box shown below is displayed.




4.46 View Module Parameters (Continued)



To print the list right-click anywhere in the list, and on the displayed menu click **Print this page** from the displayed menu. The list can also be saved to an HTML, or inserted in an HTML file in a similar way.

4.47 View Occupation Times

The occupation times of the different controllers on the system can be viewed.

To view the occupation times for a particular day:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group Time Planner** tab.
- 4 Click the required diary group in diary navigation structure below to specify which diary group the times are to be viewed.

The **Group Time Planner** will indicate whether a day follows the normal occupation times, or an exception using the display colour specified for the template. If the required day is not visible click  or  until it is visible.


- 5 Click the exception. Information about the exception is displayed on the screen.

It is also possible to view the following information about occupation times.

- A Zone's Occupation Status
- Download Failures
- Download History
- Occupation Times in a Controller
- Where templates are used.


4.47.1 View a Zone's Occupation Status

To view a zones occupation status:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Group setup and status** tab.
- 4 Click the timezone in the list at the bottom of the screen to highlight it.
- 5 Click **Refresh live values**. The status of the zone is updated in the list.


4.47.2 View Download Failures

To view the download failures:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Report** tab.
- 4 Click **Current Download Failures** to view the current failures, or **All download failures** to view all the failures.


4.47.3 View Download History

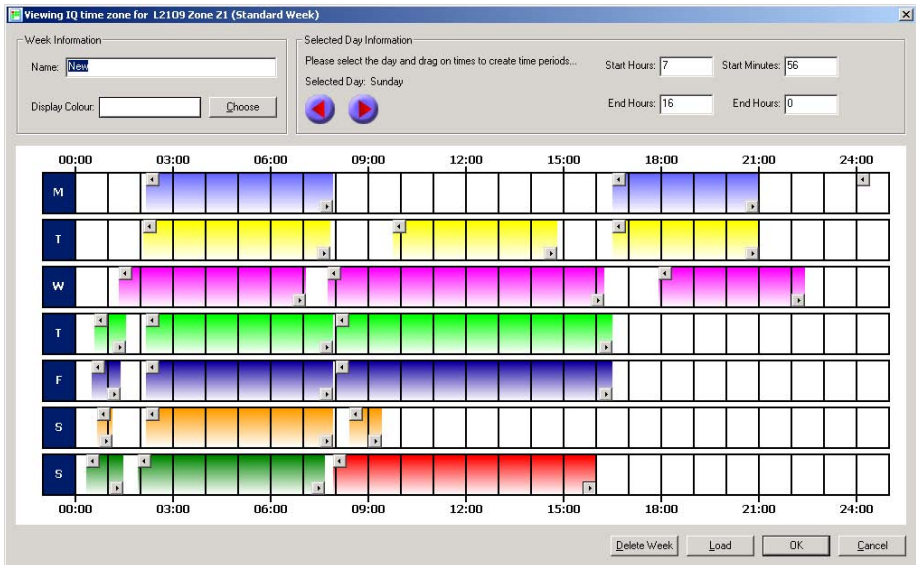
To view the download history:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Report** tab.
- 4 Click **Full download history**.

4.47.4 View the Occupation Times in a Controller


To view the actual occupation times for a timezone in a controller:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu **Diary** to select the **Diary Display**.
- 3 Click the **Group setup and status** tab.
- 4 Click the timezone in the list at the bottom of the screen to highlight it.
- 5 Click **View actual zone times**. This displays a dialogue box asking if you want to view the standard times.
- 6 To view the current week times click **No**, to view the standard week click **Yes**. A dialogue box similar to the one shown below is displayed.



4.47.5 View Where Templates are Used

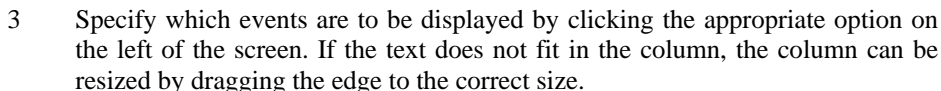
To view where templates are used:

- 1 Log in as described in the 'Log In' section of this manual.
- 2 Click  or on the **Mode** menu click **Diary** to select the **Diary Display**.
- 3 Click the **Time Schemes** tab.
- 4 Click the diary group that contains the template.
- 5 Click the template.
- 6 Click **Where are these points used?**. A dialogue box is displayed indicating where the templates are used.

The **Event Scheduler Display** contains information about events that 963 is going to perform in the future, or has already performed. It displays things that 963 has been set to perform by the engineer; it can also displays actions created by 963's Diary functions.

1 Log in as described in the ‘Log In’ section of this manual.

- 








To print the list right-click anywhere in the list, and on the displayed menu **Print this page**. The list can also be saved to an HTML, or inserted in an HTML file in a similar way.

4.49 **View WEB Pages**


963 can display HTML pages from the company Intranet, or the Internet, in the Web Browser Display. HTML pages can be accessed from objects on a schematic page, or from the Web Browser Display.

To view HTML pages from a schematic page:

- 1 View the page containing the button or bitmap that provides access to the HTML page as described in the ‘Display a Schematic Page’ section of this manual.
- 2 Click the button or picture that displays the required HTML page. The display changes to the Web Browser Display with the selected page displayed.
- 3 Use the links provided to view the information. The buttons at the top of the display allow you to navigate.

<i>Icon</i>	<i>What is Does</i>
	Goes to the previous HTML page.
	Goes to the next HTML page.
	Stops the current HTML page being uploaded.
	Goes to the Home HTML page.
	Updates the current HTML page.

To view HTML page from the Web Browser Display:

- 1 Log in as described in the ‘Log In’ section of this manual.
- 2 Click  or on the **Mode** menu click **Internet** to select the **Web Browser Display**.
- 3 Click the link for the required HTML page.
- 4 Use the links provided to view the information.


If required you can enter the URL in the box next to .

4.50 Zoom In/Out


4.50.1 Zoom in and Out of a Schematic Page

It is possible to zoom in and out on any schematic page so that the data can be more easily seen.

To zoom in:

- 1 On the **Zoom** menu click **Zoom in**, or right-click anywhere on the page and on the displayed menu point to **Zoom** and click **Zoom in**. The pointer will change to a .
- 2 Hold down the left mouse button, and drag the mouse over the required area, or click the mouse button to zoom in one level.
- 3 Release the mouse button.

To zoom out:

- 1 On the **Zoom** menu click **Zoom out**, or right-click anywhere on the page and on the displayed menu point to **Zoom** and click **Zoom out**. The pointer will change to a .
- 2 Click the mouse button to zoom out one level.
- 3 Release the mouse button.

To zoom out again, repeat the process.

To return to the original zoom level:

- 1 On the **Zoom** menu click **Zoom to original**, or right-click anywhere on the page and on the displayed menu point to **Zoom** and click **Zoom to original**.

To zoom with a mouse wheel:



- 1 Hold down the CTRL key and use the mouse wheel to zoom in and out.

4.50.2 Zoom in and Out of a Graph


It is possible to zoom in and out on any graph so that the data can be more easily seen.

To zoom in on the graph:

- 1 Display the graph.
- 2 Hold down hold down the left mouse button and drag over the area you want to zoom in on.

To zoom in again, repeat the process. If the number of points will no longer fit on the graph, left and right arrows   will be displayed to allow the other points to be viewed.

To return to the original zoom level:

- 1 Click  or right-click and on the displayed menu **Zoom to original**.

To zoom with a mouse wheel:

- 1 Display the required graph.
- 2 Use the mouse wheel to zoom in and out. Moving the mouse around changes the centre point of the zoom.

This page is intentionally left blank.

INDEX

963.....	9	Alarm Viewer	13, 114
Access	82	Print List	93
Close.....	60	Print Priority Statistics	90
Displays.....	13, 14, 16, 17, 18, 19, 20, 21, 24	View	13, 114, 115, 116, 117
Run	103	View Current Value	120
Using	27, 28, 76	View for a Particular Point	115
963 Window	11, 12	View for an Alarm Panel	118
Comms Status Lights	24	View History	116
Data Display	11, 13	View Incoming	116
Device Viewer	16	View Priority Statistics	119
Diary Display	17	Alarm Panels	
Event Scheduler Display.....	18	Action Alarms.....	30
Main Tolbar.....	22	Display	63
Main Toolbar	11	Hide	80
Navigator.....	11	Mute	86
Network Comms Status Lights	11	View Alarms	118
Schematic Page Display.....	19	Analogue Values	
Status Bar	12, 24	Adjust.....	40
User Display	20	Chart.....	69
About		Graph.....	65, 66, 67, 68
963	9	Audit Trail.....	119
This Manual	7	Backup	
Access		Databases	44, 45, 51, 52
963 Server	82	Basic Use	27, 28, 76
Access Rights	45	Calculate MKT	80
Change	52	Cancel	
Action Alarms	29	Current 963 Operation	79
From an Alarm Panel	30	Change	
From the Alarm Viewer	31	Analogue Values.....	40
Add		Charts Refresh Rate	71
Exceptions.....	32, 33	Digital Values	41
Special Day Template	107	Module Parameter.....	42
Users.....	43, 50	Navigator Width	103
Week Set Template	109	Noramal Occupation Times	36
Adjust		Occupation Times	31, 34
Analogue Values	40	Template	111
Chart's Refresh Rate.....	71	User's Access Rights.....	45, 52
Digital Values	41	User's Password	46, 53
Exceptions.....	38	Values	40
Module Parameters	42	Your Password.....	85
Navigator Width.....	103	Chart.....	69
Normal Occupation Times.....	36	Refresh Rate.....	71
Occupation Times	31, 34	Check	
Timezones	34	Communications	122
Values.....	40	SMS Activity	122, 123
Administer.....	43	Clear the Print Buffer.....	46, 54
Non Secure 963 System.....	43	Close	
Secure 963 System.....	43, 49	963.....	60
Alarm		Collapse Message Boxes	60
Actioning.....	29, 30, 31		

INDEX (Continued)

Communications		Alarms.....	13, 14, 78, 114, 115, 116, 117, 118
Information	121	Audit Trail	119
SMS Activity	122	Communications	121, 122
Status Lights	24	Compact Graph	65
View	24, 121, 122	Critical Alarms.....	78
Window	121	Current Value.....	120
Compact Databases.....	44, 51	Device Viewer.....	78
Compact Graphs	65	Drivers	78
Configuration Mode		Graph Data	72
963 Configuration Mode Display.....	15, 61	Graphs.....	64, 66, 68, 70, 87
Configure		Help File	79
Controllers	62	HTML	21, 128
Contacting Trend	8	Inputs	78
Control Scripts	62	Knobs	78
Controller		MKT.....	80
Configuration Mode.....	15	Module Parameters	123
Configure	61	Next Page.....	86
Conventions Used in this Manual.....	7	Occupation Times.....	126
Data		Outputs.....	78
Record.....	97, 98, 100	Pages	86
Data Display	11, 13	Points associated with a value	76
Databases		Points Window	76
Backup	44, 51, 103	Previous Page.....	86
Compact	44, 51, 103	Recorded Data	87, 88, 89
Delete Historic Records.....	48, 55	Recorded Graph.....	87
Delete		Recorded Information.....	87
Exception Cache	63	Recorded Page	88, 89
Exceptions.....	38	Scheduled Events.....	18, 127
Historic Records	48, 55	Schematic Page as a Popup	77
Templates	111	Schematic Pages	76, 88, 89
Users	47	Sensors	78
Device Viewer	16	SMS Activity	122
MKT.....	80	Status.....	79
Print.....	96	Switches.....	78
View Trend System	78	Timezones.....	78
Diary Display.....	17	Trend System	78
Add Exceptions.....	32	WEB Pages	21, 128
Adjust a Timezone	34	Download	
Change Occupation Times.....	36	Failures.....	125
Delete Exceptions	38	History	125
Download Times.....	39	Manually	39
Edit Exceptions	38	Dr Technicare	8
View Times	126	Drop a Line	80
Digital Value		Edit	
Adjust.....	41	Analogue Values.....	40
Disable		Digital Values	41
Script Files	62, 63	Exceptions.....	38
Display		Module Parameters	42
A Grid on a Graph	73	Occupation Times	35, 36, 37, 38
Alarm Priority Statistics	119	Templates.....	111
		User's Access Rights.....	45, 52
		User's Password	46, 53

INDEX

INDEX (Continued)

Values.....	40
Your Password.....	85
Enable	
Script Files.....	62
Event Scheduler Display.....	18
Exception Cache.....	63
Exception Templates.....	106
Set up.....	106
Exceptions	
Add.....	32, 33
Delete.....	38
Edit.....	38, 39
Expire a User.....	57
Files	
Backup.....	44, 45, 51, 52
Goto a Page.....	76
Graph	
Chart.....	69
Compact.....	65
Definiton.....	70
Display.....	64, 65, 66, 67, 87
Display a Grid.....	73
Fix Scaling.....	73
Playback.....	87
Precision.....	67
Print.....	92
Record Automatically.....	98
Record Manually.....	100
Save as Text File.....	74
Save Set Up.....	74
Specify Which Log is Used.....	76
Swap Y Axis.....	75
Zoom In.....	130
Zoom Out.....	130
Graph Data	
Display.....	72
Grid	
On a Graph.....	73
Help File	
Access.....	80
Hide	
Main Toolbar.....	81
Navigator.....	81
Status Bar.....	81
Historic Records.....	48, 55
HTML.....	21
Insert List.....	81
Save List To.....	105
Incoming Alarms.....	116
Information Centre Window.....	25

Display.....	79
Hide.....	79
Insert a List into an HTML File.....	81
Load Existing Times.....	112
Load Times From a Controller.....	113
Log In.....	32, 82, 123
Log Out.....	83
Main Toolbar.....	11, 22
Manage Your User Account.....	84
Manually Download Occupation Times.....	39
Mean Kinetic Temperature.....	80
Message Boxes.....	60
Module Parameters.....	123
Change.....	42
Move	
Navigator.....	86
Toolbars.....	86
Navigator.....	12, 23
Hide.....	81
Move.....	86
Resize.....	81, 103
Network Comms Status Lights.....	11, 24
Next/Previous Page.....	86
Non Secure System	
Add Users.....	43
Administer.....	43
Backup Databases.....	44
Change a User's Access Rights.....	45
Change a User's Password.....	46
Delete Historic Records.....	48
Delete Users.....	47
Occupation Status.....	124
Occupation Times	
Adjust.....	32, 34, 36
Download.....	39
View.....	124, 126
Page	
Display.....	76, 77
Goto.....	76
Playback.....	87, 88, 89
Print.....	94
Record.....	100
View Next.....	86
View Previous.....	86
Zoom In.....	129
Zoom Out.....	129
Passwords	
Change.....	46, 85
Pause a Script File.....	62
Playback	
Graph.....	87
Information.....	87

INDEX (Continued)

Page.....	87, 88, 89
Points	
View Alarms.....	115
View Audit Trail.....	119
Points Window.....	76
Position	
Navigator.....	86
Toolbars.....	86
Precision Graphs.....	67
Print	
Alarm Priority Statistics.....	90
Alarms.....	93
Calendar.....	95
Device Viewer.....	78, 96
Diary Group's Timezones.....	91
Graphs.....	92
Lists.....	93
Pages.....	94
Preview.....	94
Scheduled Events.....	97
Record	
Data.....	97
Graph Automatically.....	98
Graph Manually.....	100
Schematic Page.....	100
Resend Occupation Times.....	39
Reset the Count of SMS Alarms.....	102
Reset the Display.....	103
Resize the Navigator.....	103
Run	
963.....	103, 104
963 Action.....	104
Manual Alarm Action.....	104
Save	
Device Viewer to HTML.....	78, 81
Graph Data.....	74
Graph Set Up.....	74
List to HTML.....	105
Scheduled Events.....	18
Print.....	97
View.....	127
Schematic Page Display.....	19
Schematics	
Record.....	100
Script Files	
Control.....	62
Pause.....	63
Start.....	62
Stop.....	63
Secure System	
Add Users.....	50
Administer.....	43, 49
Backup Databases.....	51
Change a User's Access Rights.....	52
Change a User's Password.....	53
Delete Historic Records.....	55
Expire Users.....	57
Unlock a System Administrator.....	59
Unlock Users.....	57
Send	
SMS Message.....	105
Set up.....	106
Exception Templates.....	106, 109
Special Day Template.....	107
SMS	
Send Message.....	105
SMS Activity	
View.....	123
Special Day Template	
Add.....	107
Specify	
A Different Database.....	89
The Colour Used for a Day's Periods.....	113
Status Bar.....	11, 24
Hide.....	81
Swap a Traces Y Axis.....	75
System Maintenance.....	43, 49
Technical Support.....	8
Timezone	
Adjust.....	34
Toolbars	
Move.....	86
Turn ON/OFF	
Status Bar.....	81
Unlock	
System Administrator.....	59
Users.....	57
User	
Add.....	43, 50
Change Access Rights.....	45, 52
Change Password.....	46, 53
Delete.....	47
Expire.....	57
Log In.....	82
Log Off.....	83
Unlock.....	57, 58
User Display.....	20
System Administrator.....	59
Using 963.....	27
Values	
Adjust.....	40, 41

INDEX

INDEX (Continued)

View	
Alarm Priority Statistics.....	119
Alarms	13, 78, 115, 116, 118
Audit Trail.....	119
Communications	121, 122
Critical Alarms.....	78
Current Value	120
Download Failures.....	125
Download History.....	125
Drivers.....	78
Graphs	64
HTML	128
Incoming Alarms	116
Inputs.....	78
Knobs	78
MKT.....	80
Module Parameters	123
Occupation Times	124, 126
Outputs.....	78
Recorded Page	88, 89
Scheduled Events.....	127
Sensors	78
SMS Activity	122
Timezones	78
Trend System	78
Web Pages.....	128
Where Templates are Used.....	126
Zone's Occupation Status.....	124
WEB Browser Display	21, 128
Week Set Template	
Add.....	109
Import.....	112
Zoom	
In 129, 130, 131	
Out.....	129, 130, 131

This page is intentionally left blank.